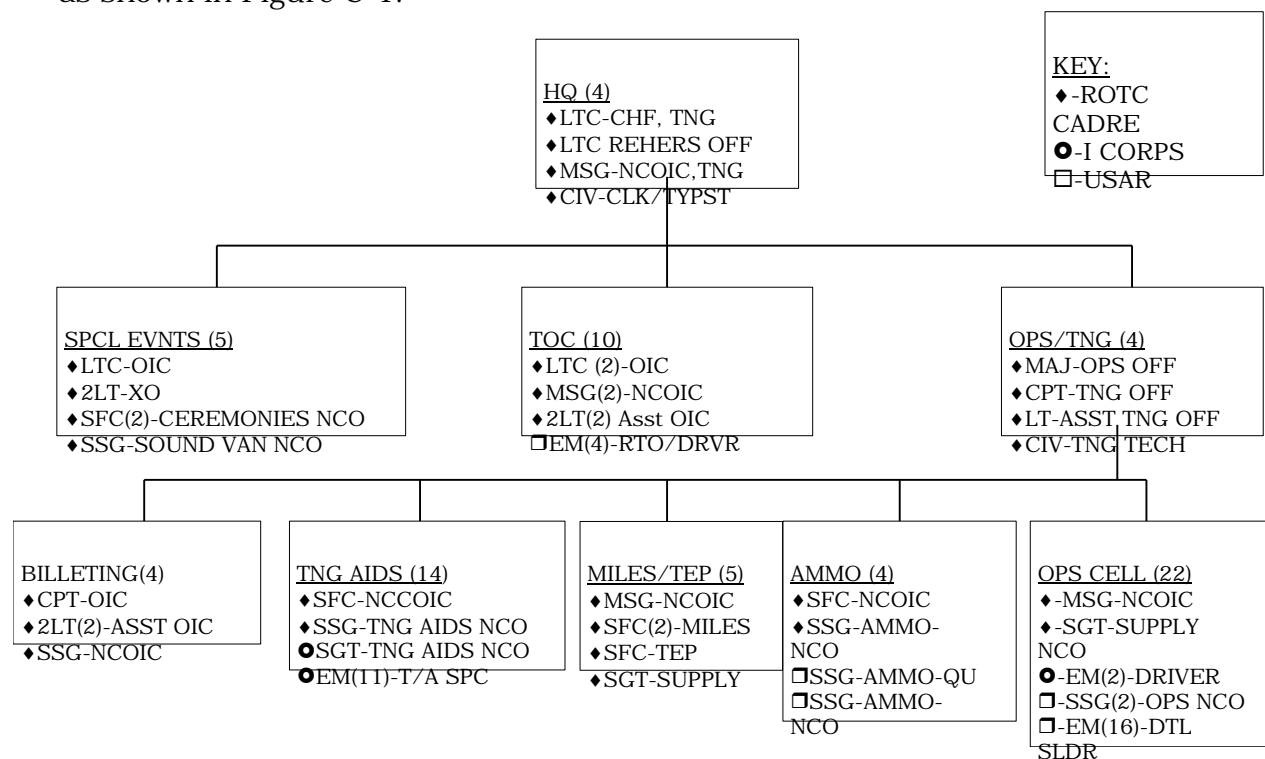


## SECTION C - TRAINING DIVISION

### CHAPTER 1 ORGANIZATION AND PROCEDURES

1. **TRAINING DIVISION ORGANIZATION.** The Camp Training Division is organized as shown in Figure C-1.



**FIGURE C-1**

### 2. DUTIES AND RESPONSIBILITIES:

- a. SPECIAL EVENTS: (See chapter 6 (RAC) and chapter 7 (Graduation))

(1) Responsible for preparation/coordination, rehearsal, and execution of Regimental Activation Ceremonies (RAC), Graduations, and Branch Orientation.

- b. TOC: See Chapter 4

- c. Operations/Training:

- (1) Provides oversight for all committee instruction.
- (2) Coordinates, publishes, regimental training schedules.

## **SECTION C - TRAINING DIVISION**

(3) Determine requirements for training facilities. Request facilities and manage utilization.

(4) Procure, maintain, and issue training aids, to include MILES and regimental tactical equipment for Platoon STX.

(5) Request appropriate aviation assets to support training.

(6) Coordinate the Camp Commander's rehearsals of training with the committees and the command group.

(7) Coordinate use of assigned Training Division classrooms.

(8) Overwatch physical training, administration of the Army Physical Fitness Test (APFT), and other regimental taught training, as appropriate.

(9) Manage the issue and turn-in of ammunition with the Installation Ammunition Management Office and supporting units.

(10) Coordinate cadet movement to training and other military transportation requirements with RM and installation as required.

(11) Oversee the operation of the Camp Tactical Operations Center.

(12) Coordinate and conduct Regimental Affiliation Ceremonies.

(13) Coordinate and conduct Graduation/Commissioning Ceremonies.

(14) Coordinate and conduct Branch Orientation

(15) Arrange and monitor medical support.

(16) Develop the camp stationing plan.

### **d. Billeting:**

(1) Assign billets for ROTC cadre.

(2) Responsible for Issue/Turn-in of room keys.

(3) Manage the Cadet Command TDA.

### **e. Training Aids:**

(1) Issue appropriate training aids and equipment to committees, staff sections, and regiments, as coordinated/requested at the Pre-Camp Conference.

(2) Develop and post/place signs as required.

## SECTION C - TRAINING DIVISION

(3) Issue Master Training Matrix, Stationing Plan, and Maps in accordance with distribution plan developed by the camp operations officer.

(4) Produce/Distribute miscellaneous training aids as deemed appropriate by the camp operations officer.

f. MILES/TEP:

(1) Coordinate MILES and TEP Issue, Exchange, and Turn - In for Squad and Platoon STX training.

(2) Provide Contact Team Support to regiments and OPFOR at the Squad and Platoon STX training sites.

g. Ammunition: See Chapter 3.

h. Operations Cell: See Chapter 8.

### 2. **RANGES AND TRAINING AREAS.**

a. AR 385-63 and Fort Lewis Range and Training Safety Regulation 350-30 are basic references governing the use of range facilities.

b. Chief, Training Division and Committee Chiefs will ensure strict adherence to these regulations by all instructors.

c. Police of ranges and training areas is the responsibility of the unit undergoing training.

d. Training committees will route requests for repair and improvements to ranges and training areas beyond the capability of the direct support unit through the Training Division Operations Officer (ATTN: Training Support).

e. I Corps units **ARE** authorized to use ranges and training areas on days they are not in use for ROTC cadet training. This is called "Co-use." The training division will support co-use to the fullest extent possible. The procedures for co-use are: I Corps units will submit a written request for usage on HFL 473 to the ROTC Training Division. The training division training officer will contact the I Corps Advanced Camp Support Brigade Headquarters and the training committee that is in charge of the requested area. Upon their approval, permission will be granted for co-use. For example: C Company, 5th Infantry Battalion, 1st Brigade, 25<sup>th</sup> ID requests the use of BRM ranges 1 and 2 for zero and qualification. Training Division training officer verifies that the ranges are not in use for cadet zero/qualification on the requested dates. Training officer then calls I Corps Support Brigade Headquarters and the BRM committee chief. Upon their approval, permission for co-use is granted for C Company.

## SECTION C - TRAINING DIVISION

f. A unit will fill in foxholes, gun positions, field fortifications, or any trench-like emplacement prior to departure from a training area. Range Control will authorize certain committees to leave entrenchments/fortifications in place. Coordinate with Training Division Operations Officer (ATTN: Training Support), if you desire to leave an emplacement.

3. **TRAINING HOURS.** Departure from the billets area will normally occur around 0800 or earlier. Training Division Scheduling will program movements to have units in place at the training sites prepared to receive instruction at the time specified. Committees will resume training delayed or interrupted because of safety requirements, range fires, severe weather, or other unpredictable causes when the cause has been eliminated. Training will normally conclude on the day scheduled. Only the Camp Commander, Deputy Camp Commander, or Chief, Training Division have authority to cancel training. The principal instructor or the senior officer present at any training site will notify the Chief, Training Division or the Camp TOC when delay or cancellation at a particular site is advisable. If communication is not possible, he will take action as is considered appropriate and advise the Training Division of action taken as soon as possible.

4. **MAKE-UP TRAINING.** A cadet should attend 100 percent of the total scheduled instruction at Advanced Camp. Cadets who miss scheduled instruction/testing in the following subjects will make up the training with another company or during a scheduled make up period:

- a. Land Navigation.
- b. Squad Situational Training Exercise (STX).
- c. Marksmanship.
- d. Army Physical Fitness Test.

5. **SAFETY.** Safety procedures are covered in greater detail in Section K of this SOP.

a. Everyone is a Safety Officer. The principal instructor at the training site and the unit TAC officer at all other areas is charged with the prevention of training accidents. All principal instructors and evaluators will familiarize themselves with the Fort Lewis Range and Training Area Safety regulations.

b. Only the Camp Commander or his designated representative, on a case-by-case basis, may approve the participation of personnel, other than cadets, in high risk training (i.e., Rappelling, FLRC, Assault Course, etc.).

c. Training Committee Chiefs are entrusted with responsibility for determining if the conduct of training must be altered (e.g., move slower, more breaks, move to shelter, etc.) in the event of unusual/unsafe conditions.

d. The following medical treatment and evacuation procedures will be followed at all training sites.

## SECTION C - TRAINING DIVISION

(1) No training will be conducted without qualified medical personnel present as defined in paragraph 5g.(4) below.

(2) The ROTC Committee Chief is responsible for successful accomplishment of training. His range/training area OIC for the training site is responsible for safety, medical treatment and evacuation procedures at the site.

(3) The senior medic is responsible for treatment of injured persons and notification of the OIC on medical treatment matters.

(4) Medical personnel and evacuation vehicles will stage at the training site in the area designated by the OIC. They will remain at this site until called forward to render medical treatment. Evacuation vehicles will have a strip map showing the route from the training site to Madigan Army Hospital and the North Fort Lewis ROTC TMC.

(5) Medical evacuation of injured will be accomplished utilizing designated medical support vehicles whenever possible. The Committee Chief may designate a military vehicle other than an ambulance so long as it is a covered vehicle capable of carrying a litter. Minor injuries (scrapes, bruises, sprains) may be evacuated without ambulance or medic.

(6) When there is no longer a suitable ground evacuation vehicle on site, training will cease.

6. **TRAINING SUPPORT.** Support requirements are coordinated at the Precamp Conference.

a. Submit unforecasted support requests to the Chief, Training Division, (ATTN: Training Support).

b. Ammunition. See Chapter 3 of this section.

c. Transportation requests. The assigned supporting unit provides basic transportation requirements. Where feasible, consolidate requirements, using a large vehicle in lieu of several smaller ones.

d. Bleachers. The support unit will request bleachers from Range Control. Requests should include the following information: seating capacity required, grid coordinates of the proposed location; direction in which bleachers are to be faced; name and phone number of committee chief and time of his availability; the date and time the bleachers are needed; and the earliest time that bleachers may be released. Instruction, other than tactics, involving company or larger units will normally require bleacher facilities. ROTC committee personnel in concert with the support unit will ensure proper placement of bleachers. Sited bleachers must be safety checked. Once sited, do not arbitrarily move bleachers. Coordinate any movement requirements with supporting unit. Contact the Camp Safety Officer for assistance with safety inspection, if required.

## **SECTION C - TRAINING DIVISION**

e. Troop support request. Assigned support units provide all troops in accordance with Precamp Conference agreements. Coordination of troop support requirements will include the exact number, reporting time, occupational specialties, and the number of days required to include time after subject presentation.

f. Each committee chief will develop a range fire fighting plan and ensure his committee personnel are briefed on their duties.

g. Medical support during training.

(1) Units conducting training anywhere on Fort Lewis must have at least one operational FM radio (40.20/41.10) or VHF radio (141.125) for contact with Range Operations in event of emergency. Request MEDEVAC via Range Operations. If unable to contact Range Operations, attempt to contact 54th Medical Detachment (Air Ambulance) directly on frequency 38.90 or by phone, 967-5405/2427.

(2) Training on any Fort Lewis live-fire range or non-firing facility requires the presence of soldiers qualified in FM 21-2 common-task first aid skills, a dedicated military vehicle for evacuation, and a driver who knows the route to the Madigan Emergency Room. Commanders conducting training on facilities or sites other than those listed below may have medical personnel on-site at their discretion.

(3) Regulations require presence of at least one MOS qualified medic (MOS 91B/C) with dedicated military evacuation vehicle, driver, and aid bag during training for the following events or sites:

(a) All ranges or firing points where high explosive ammunition is used. This includes all mortar and field artillery firing points, Range 24, and any special use sites.

(b) All NBC chamber exercises.

(c) All water confidence training and bridging operations conducted in TA 2.

h. Each range must have a Medevac Helipad. The grid coordinates shown on the Weekly Training Schedule must be those of the Medevac Helipad.

### **7. VIP VISITS TO TRAINING.**

a. The Advanced Camp Protocol Office will coordinate all formal visits to training by VIPs with the Deputy Chief, Training Division, (ATTN: Scheduling) as far in advance of the scheduled visit date as possible.

b. The Deputy Chief, Training Division, (ATTN: Scheduling) will coordinate the VIP itineraries with the appropriate branch chiefs to ensure visits do not conflict with training.

### **8. REGIMENTAL TRAINING SCHEDULES.**

## **SECTION C - TRAINING DIVISION**

- a. Training Division Scheduling will publish training schedules prior to the arrival of the respective regimental cadre.
- b. Regimental Training Schedules always take precedence over the Master Training Schedule. However, in the event of discrepancies, notify the training division ASAP.
- c. Responsible officers will make every effort to keep changes to an absolute minimum. Any changes must have approval of the Training Division Operations Officer.
- d. Training meetings will be conducted twice weekly. The Training Division Operations Officer will notify Regiments of date, time, and location of training meetings. Representatives of RM Transportation and Food Service Offices will participate in all training meetings. The purpose of the meeting is to review and coordinate training and support issues pertaining to the Regimental training schedules.

## **CHAPTER 2 REQUIRED DOCUMENTS AND REPORTS**

### **COMMITTEE OUTBRIEFS and AFTER ACTION REPORTS.**

#### **1. Committee Outbriefs:**

- a. Each ROTC Advanced Camp Committee Chief is required to provide an outbrief to the camp commander.
- b. The outbriefs should focus on major issues. The brief must include changes to the TDA (personnel and equipment) and changes to the Program of Instruction.
- c. To expedite site clean-up and departure from camp, outbriefs may be conducted before the final regiment completes training at respective sites. The committee AAR must be provided to the Training Division Chief two (2) days before the "outbrief."
- d. Schedule the date and time of your briefing with Camp Headquarters. Coordinate with the Deputy Chief of Staff to ensure your outbrief is reflected on the Camp Commander's and Deputy Camp Commander's calendars. Allow 30 minutes for outbriefs. Notify the Chief of Training of the date/time for your outbrief.

#### **2. After Action Reports:**

- a. The Training Division Operations Officer will provide a copy of the committee AAR archive to committee chiefs. Changes required will be made to this document. The Training Division staff will provide clerical support for preparation of AARs. Training Division will retain disk copies of all Training Committee AARs.

## **SECTION C - TRAINING DIVISION**

b. Committee chiefs should initiate After Action Reports (AARs) concurrently with preparation for the conduct of training and may finalize and reproduce, upon approval, as soon as individual blocks of training conclude. Address each subcommittee or sub-block of instruction separately within the committee report as a section, if the nature of the training is substantially different. As an example, the Platoon STX After Action Report would likely consist of three sections: Team Wolf; Team Panther; and Team Eagle sections.

c. Prepare written committee after action reports ( three copies) and place in preprinted AAR folders with the committee title and year clearly labeled on the front. Submit all three copies of the AARs and a disk copy to the Training Division Operations Officer prior to departure from camp. Each report will consist of the following sections:

(1) Cover sheet (Figure C-2)(2) After action report summary (see format at Figure C-3).

(2) POI (Program of Instruction). (Ensure all changes to current POI extract are clearly covered.)

(3) Training Division Support information: Equipment, training aides, ammunition, and personnel. Clearly identify the source(s) of support: ROTC, I Corps, USAR, ARNG, etc.

(4) Lesson plan(s). (Figure C-4)

(5) Daily training schedule.

(6) Briefing script.

(7) Map/site diagram

(8) Duty Description - ROTC personnel.

(9) Visitors Book.

(10) Miscellaneous information.

d. After action reports must contain the summary, with recommendations for future camps, and describe deviations (personnel staffing, support requirements, lesson plan changes, site layout improvements, etc.) from the committee archives. Use the archive copy to reduce work whenever possible.

e. In addition to written AAR, each training committee will prepare a video tape for use by personnel who serve as cadre the following year. This video should verbally and visually capture information that will be useful to key members of future training committees. Videos should include footage of intro/safety briefs, classes, general conduct of training, and site layout specifics. Video equipment is available from F17 warehouse IAW a schedule developed by Training Division. Turn one copy of the committee video tape in to the F17 NCOIC prior to departure from camp.



## SECTION C - TRAINING DIVISION

### **SAMPLE COVER SHEET COMMITTEE (WITH SUBCOMMITTEES) AFTER ACTION REPORT**

(Use standard size paper and full width of page, less margins)

DEPARTMENT OF THE ARMY  
Headquarters, The Fort Lewis ROTC Advanced Camp  
Fort Lewis, Washington 98433-7200

#### **AFTER ACTION REPORT 19XX LAND NAVIGATION COMMITTEE**

Committee Chief Report	Section 1
After Action Report Summary	A
POI	B
Training Division Support Information (Logistics, TDA...)	C
Lesson Plan **	D
Daily Training Schedule **	E
Briefing Script **	F
Map/Site Diagram **	G
Duty Description-ROTC Personnel	H
Visitors Book	I
Miscellaneous	J
Land Navigation 1 Subcommittee Report	Section 2
After Action Report Summary (subcommittee)	A
POI (omitted)	B
Training Division Support Information (unless consolidated in committee chief's roll-up)	C
Lesson Plan	D
Daily Training Schedule	E
Briefing Script	F
Map/Site Diagram	G
Graphic Training Aids	I-1-9
Awards	I-2-1, 2-4

\*\* Omitted from committee chief's section, when committee has subcommittees.

**FIGURE C-2**

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### COMMITTEE AFTER ACTION REPORT FORMAT

(Use standard size paper and full width of page, less margins)

DEPARTMENT OF THE ARMY  
Headquarters, The Fort Lewis ROTC Advanced Camp  
Fort Lewis, Washington 98433-7200

### AFTER ACTION REPORT SUMMARY

1. **LESSON TITLE:** As listed on Master Training Schedule.
2. **BRANCH:** Self-explanatory.
3. **COMMITTEE CHIEF:** Full name, rank, parent institution or unit.
4. **INSTRUCTORS:** Full name, rank, parent institution or unit, and specific assignment within the committee.
5. **PLACE:** Identify all facilities, ranges, and training sites used and provide diagrams, photographs, etc. to indicate set up.
6. **TIMING:** Dates and times of all rehearsals and presentations.
7. **RESUME OF INSTRUCTION:** See Tab B, POI.
8. **SUPPORT REQUIREMENTS:** See Tab C, Training Division Support Information.
9. **RECOMMENDATIONS:**
  - a. **Tasks.**
    - (1) Which to drop.
    - (2) Which to add.
    - (3) Which to modify.
  - b. **Changes in ROTC, USAR, or I Corps TDAs.**
    - (1) Personnel requirements.
    - (2) Equipment requirements.
  - c. **Recommended changes.**
    - (1) To training hours.
    - (2) To training areas.

**FIGURE C-3**

## SECTION C - TRAINING DIVISION

(3) To internal organization.

### 10. **MISSION EXECUTION:**

a. Planning phase. Include notification for and conduct of the Precamp Conference and subsequent coordination with your support unit(s), region personnel, recommendations for next year's Precamp, etc.

b. Arrival at Advanced Camp. How you were treated, inprocessing, billeting, etc.

c. Preparation phase. Include comments concerning how the Precamp planning efforts paid off, training site preparation, support by Fort Lewis agencies and advanced camp personnel, rehearsals, equipment condition and availability.

d. Execution phase. How well or poorly the training went, effort by support unit, assistance by Training Division staff, etc.

11. **PROBLEM AREAS.** Use the "Issue, Discussion, Recommendation" format citing specifics versus generalities and, where possible, pinpointing a cause and effect relationship.

12. **REMARKS.** Anything you feel needs to be said.

**FIGURE C-3 (Continued)**

## **SECTION C - TRAINING DIVISION**

### **LESSON PLAN FORMAT WITH ADDITIONS**

(Use standard size paper and full width of page, less margins)

#### **LESSON PLAN - Land Navigation, Map Reading**

a. **TRAINING OBJECTIVE:** Overall statement of task, condition and standard for the entire period of instruction.

b. **INTERMEDIATE TRAINING OBJECTIVES:**

#### **INTERMEDIATE TRAINING OBJECTIVE 1**

TASK: Measure a grid azimuth on a map (MS 25).

CONDITION:

STANDARD:

#### **INTERMEDIATE TRAINING OBJECTIVE 2**

TASK: Fold a map.

CONDITION:

STANDARD:

#### **(INTERMEDIATE TRAINING OBJECTIVES CONTINUED AS NECESSARY)**

c. **ADMINISTRATIVE INSTRUCTIONS:**

(1) When training will be given: Fort Lewis ROTC Advanced Camp.

(2) Training location: Fort Lewis, Washington.

(3) Who will be trained: Army cadets.

(4) Principal and assistant trainers: As noted in training schedule.

(5) Training aids: Listing of all training aids.

(6) References: List of all references.

(7) Ammo Annex as appropriate (IAW Chap. 3, para. 5a).

d. **SEQUENCE OF ACTIVITY AND ESTIMATED TIME:**

e. **SAFETY RESTRICTIONS:**

f. **ADDITIONAL COMMENTS AND INFORMATION:** Explain if the training objective is being met, but you cannot fulfill the requirements of the condition or standard as specified in PCT TSP and Cadet Command packages.

**FIGURE C-4**

## SECTION C - TRAINING DIVISION

### CHAPTER 3 AMMUNITION

1. **PURPOSE.** This chapter outlines responsibilities, policies and procedures for issue and turn-in of ammunition and residue in support of Advanced Camp training.

2. **RESPONSIBILITIES:**

a. **Training Support Branch, Region Ammunition Officer (RAO) and NCO.**

- (1) Submit consolidated forecasts of ammunition to IAMO IAW FL Reg 700-20.
- (2) Determine committee allocation from available ammunition assets.
- (3) Prescribe camp ammunition issue and turn-in procedures.
- (4) Prepare DA Form 581s for issue and turn-in of ammunition and residue based on training requirements and historical data.
- (5) Maintain a Document Register for all ammunition issue and residue transactions.
- (6) Maintain records of ammunition issue and turn-in.
- (7) Request Delegation of Authority, DA 1687 from committee chiefs, for personnel authorized to sign for ammunition.
- (8) Coordinate for 3/4 ton truck, cargo w/cover through Transportation NCO.

b. **Committee Chief.**

- (1) Verify committee ammunition allocations with Region Ammunition Manager and determine draw dates.
- (2) Ensure committee support personnel understand and conform to all Fort Lewis and 4th Region ammunition regulations and this SOP.
- (3) Delegate authority on DA Form 1687 to a SSG or above to receive committee ammunition from the region ammunition manager.
- (4) Ensure one individual on the DA Form 1687 (Note (3) above) is present at the ASP to check, sign for and ensure the necessary vehicles are present with driver and assistant driver. **All drivers and assistant drivers will be hazardous material qualified.** One individual on the committee DA Form 1687 must be present at all residue and live turn-ins.
- (5) Ensure every attempt is made to recover all live and residue ammunition.

## **SECTION C - TRAINING DIVISION**

(6) Prepare and sign shortage statement for missing live ammunition, live and residue. (DA Form 5811-R must be signed by a LTC or above, block 13a, b and c. Block 7a and 7b must be signed by O-1 or above.)

(7) Ensure committee ammunition storage procedures are in accordance with this SOP and FL 700-20.

(8) Ensure all issues and turn-ins are performed on DA Form 5515. Committee ammunition personnel will maintain DA Form 5203s and DA Form 3020-R on each separate lot of ammunition stored at the committee storage site.

(9) Will clear through Camp Ammunition Officer/NCO prior to departing camp.

### **c. Committee Support Personnel.**

(1) Establish internal procedures and responsibilities for handling ammunition during camp IAW FL Reg 700-20.

(2) Appoint a point of contact for coordination of ammunition support for the ROTC committees.

(3) Ensure vehicles are provided for transportation of ammunition between the ASP and committee sites for issue and turn-in of ammunition. All vehicles transporting ammunition must pass an inspection in accordance with DD Form 626. Driver and assistant driver will be hazardous material qualified.

(4) Ensure all support personnel involved with access to ammunition are certified by the Law Enforcement Command as being reliable (no pending actions) i.e. AR 190-11.

## **3. GENERAL.**

a. The Camp Ammunition Officer and committee chiefs must ensure that ammunition is drawn, accounted for, handled, stored, secured, and turned-in IAW FL Reg 700-20, TM 9-1300-206, AR 190-11 and this SOP.

b. The supporting units must adhere to all applicable policies and procedures.

## **4. PROCEDURES.**

### **a. Release of Ammunition from the ASP.**

(1) The Region Ammunition NCO, or his representative, will draw the required ammunition from the ASP. The representative may be members of the Camp Ammunition Cell or selected individuals from support units (i.e. Fire Support or Hand Grenade Committees). After drawing ammunition from the ASP, the Region Ammunition Manager will store/secure ammunition in the old Fort Lewis AHA.

## **SECTION C - TRAINING DIVISION**

(2) With the exception of the Hand Grenade and Fire Support Committees, Training Committee Support Units will draw ammunition from the old Fort Lewis AHA located at grid ET 366157. Hand Grenade and Fire Support committee personnel will make draws directly from the ASP.

### **b. Transportation.**

(1) Transportation will be provided by the Ammunition Cell support unit.

(2) Vehicles will be spotted at the ASP holding area 45 minutes prior to specified issue time. Upon arrival, the unit will send a soldier to the surveillance section to notify them that they have vehicles present for inspection. Once the vehicle inspection is complete and the vehicle is qualified for use, the driver and assistant driver will sign for their visitor badges for entry into the ASP.

(3) Support units must ensure that all vehicles are qualified to haul ammunition and will pass the surveillance inspection using the DD Form 626. It is advised that vehicle inspections should be performed in advance of the vehicle going to the ASP.

(4) All drivers and assistant drivers must be hazardous material qualified and licensed on the vehicle being used to transport ammunition

(5) All vehicles must have two serviceable 10 BC rated fire extinguishers, three warning triangles and four explosive placards for the type of ammunition being hauled.

(6) Hand Grenade Committee personnel are required to have an armed guard while transporting M67 fragmentation grenades.

(7) Once the vehicle is in the ASP and has been loaded it will move to the second count line. The committee representative will check the quantities and lot numbers to ensure correctness.

(8) Issued quantities will be annotated on a DA Form 5515/DA Form 5515-1 and committee personnel will sign for and assume responsibility for the ammunition prior to exiting the ASP.

### **c. Residue and Live Turn-In Procedures.**

(1) Live turn-in.

(a) The committee will turn-in all unexpended ammunition at the completion of the training event. Residue will not be transported on the same vehicle as live ammunition.

(b) All ammunition will be repackaged as closely as possible to its original configuration. Lot number integrity will maintained. Units will ensure proper shipping and compatibility of ammunition loaded on vehicles.

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(c) Residue items will be separated by DODIC and screened to ensure no live ammunition, unfired primers or explosives are present. Any live ammunition found in residue will result in the committee being rejected from the residue yard and will be required to submit an MFR from a LTC or above stating that the residue is free from live ammunition or explosives. At this time you will be rescheduled for residue turn-in appointment. Any further live ammunition being found will result in the unit's rejection and presence of a LTC or above during the residue turn-in.

(d) All unserviceable ammunition will be returned during live turn-in. It will be clearly marked and separated from the serviceable ammunition.

(2) Residue consists of ammunition containers, packing material, expended cartridges, grenade spoons, rings and bodies and any salvageable material as listed in FL Reg 700-20, Appendix C.

(a) DA Form 5515 will not be cleared until all documents are reconciled.

(b) Personnel running the Grenade Range will fill out two copies of DA Form 5692-R (Ammunition Consumption Certificate) each day that Grenade Hand Fragmentation, (G881) are expended. One copy will be given to Range control and one copy will be maintained for reconciliation with the ASP.

(c) If any shortages are noted, the committee chief (LTC and above) must fill out a DA Form 5811-R (Certificate-loss or damaged class 5 ammunition items). Blocks 13a, and b must be signed by a LTC or above. Both blocks must be filled out with a complete signature block. **There are no exceptions to this rule.**

### d. **Camp Clearance.**

(1) Committee chief will clear through the Camp Ammunition NCO or Officer.

(2) Camp Ammunition NCO/Officer will give clearance only after the committee has reconciled all outstanding documents.

## 5. **COMMITTEE AMMUNITION PROCEDURES.**

a. Committee chiefs will adhere to the provisions of this paragraph when handling ammunition at the committee level. Committee chiefs will prepare a supplement to this SOP as an annex to their lesson plan. Committee ammunition procedures will be inspected as a part of the Training Division Committee Rehearsal.

### b. **Issue of ammunition.**

(1) Committee ammunition NCO will issue ammunition using DA Forms 5515 and 5515-1. No other forms will be used.

(2) Ammunition will be accounted for to the lowest level capable of exercising positive control. For example, in a tactical committee, the ammunition will be issued to each lane instructor on a separate DA Form 5515. In the case of small arms ranges, each range will be issued ammunition on a DA Form 5515.



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(3) Each DA Form 5515 will list items of residue that must be turned-in.

c. **Handling/Safety.**

(1) Cadets will not handle any pyrotechnics.

(2) Ammunition will be left in sealed containers until a short time before firing as is consistent with the training event scenario.

(3) Committee chiefs will ensure that all personnel are properly trained in the use of pyrotechnics and smoke grenades.

(4) Ammunition will not be disassembled, modified or altered in any manner other than the proper expenditure as indicated by its design.

(5) Committee chiefs will ensure that cadets and support unit soldiers are briefed before each training activity on their responsibility for authorized use and return of ammunition items issued to them. The individual conducting the briefing will sign block 19 of the applicable DA Form 5515.

(6) In the event of an ammunition malfunction, the committee chief will cease firing of the ammunition lot and discontinue the use of all weapons involved. Immediately contact range control and the camp ammunition officer/camp ammunition NCOIC and report the following information:

(a) Unit/ Committee

(b) Location

(c) Ammunition stock and lot number

(d) Total rounds fired

(e) Total number of rounds fired

(f) Time/date of incident

(g) Persons notified

(h) Damage/injuries

(j) Weather conditions

(k) Amount of ammunition that was unpacked

(l) Description of incident

(7) Range control will contact ASP surveillance and EOD if appropriate. ASP surveillance will release or restrict the munitions. No one else may perform this

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function. Malfunctions are defined in AR 75-1. Those causing, or potentially causing harm to persons (class A) or property (class B) will be reported on the first occurrence. Others will be reported IAW Appendix B, AR 75-1.

### **d. Temporary Storage of Ammunition.**

(1) Ammunition storage sites may be located on the committee locations for all committees not having ammunition designed to cause death and destruction. Committees having ammunition designed to cause death or destruction (i.e. A071, Ctg 5.56mm ball, B571, 40mm HE high velocity Linked, G881, Grenade hand fragmentation) will be provided storage space in the old Fort Lewis AHA (grid location ET 366157). Ammunition Transfer Point (ATP) and/or Field Storage Site (FSS) may store the above ammunition over-night except for CAT I and II ammunition. Before an ATP or FSS are set up it must be approved prior to and in writing by I Corps and Fort Lewis Safety Office and Fort Lewis ASP Quality Assurance (QA) .

(2) Storage sites at committee locations will confirm to AR 190-11, FL Reg. 700-20 and this SOP.

#### **(3) Security.**

(a) Each committee storage location will store only inert, blank, pyro, grenade fuze and smoke grenades. Each storage site will have a barrier of three strands of concertina wire that circle the storage container and are no less than 15 feet from the side of the storage container, with two as the base and one placed on top to deny unauthorized access.

(b) An entry control point will be established at each storage location. Whenever ammunition is present, the Entry Control Point will be guarded by no less than two personnel. The guards will maintain a roster of all personnel authorized to gain access to the ammunition storage area.

(c) Each ammunition storage container will be locked with one high security and one Series 200 lock. These containers will remain locked unless ammunition is being issued or returned.

(d) Each storage container will have posted on the exterior side of the door a SF 702 (security container check sheet). Upon entry and exit of the ammunition storage container, personnel will make the necessary entry on the SF 702.

(e) While accessing and working inside the exclusion area, the two man rule will be in effect. This means that any authorized personnel desiring to enter the exclusion area must be accompanied by another authorized personnel.

#### **(4) Fire Prevention.**

(a) Each committee will develop a fire fighting plan which will include the following information:

##### **i. Communications and alarm signals.**

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- ii. Key individuals and responsibilities.
- iii. Fire reporting plan.
- iv. Directing orderly evacuation of personnel.
- v. Notifying personnel in nearby locations of impending dangers.
- vi. Activating means of extinguishing fire.
- vii. Meeting and advising the firefighters as to the details of the fire (i.e. type of munitions and quantity).

### (b) Fire Prevention measures.

(1) Matches and other flame and spark producing items will not be permitted in the ammunition storage location. **NOTE: MREs contain matches.**

(2) All ammunition storage areas will be no less than 50 feet from overhead transmission lines.

(3) Vegetation in the form of grass and undergrowth will be kept to a minimum by means of mowing. All cut vegetation will be removed to provide a 50 ft. fire break around the storage containers.

(4) Dunnage, empty wooden ammunition boxes, and flammable residue will not be stored inside the fire break. This area will be free from all flammable material.

(5) Smoking will not be permitted within 50 ft of the ammunition storage location.

(6) Nothing but properly packaged ammunition will be stored in the ammunition storage container.

### (c) Fire fighting equipment.

(1) Each committee will have the following fire fighting equipment in an easily accessible location. Two water type fire extinguishers, gunny sacks, brooms, rakes and grass beaters or similar equipment.

(2) Two 10 BC rated fire extinguishers will be located at the entry control point (ECP).

(3) An empty ammunition can will be placed at the ECP for collection of all spark and flame producing items prior to entry into the secure area.

### (d) Fire symbols.

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(1) The fire symbol that applies to the most hazardous material present will be posted on or near all ammunition storage location. Additional fire symbols will be placed around the storage location to ensure identification from all directions of approach.

(2) Description of fire symbols can be found in TM 9-1300-206, chp3, para. 3-7, C-1, (3) and page 3-9, Figure 3-1.

### e. Surveillance Safety Inspections.

(1) Inspections will be performed by Fort Lewis ASP Quality Assurance personnel prior to delivery of ammunition to the committee storage location to certify all safety and security procedures are in place and in accordance with TM 9-1300-206, FL Reg 700-20, AR 190-11, FL Sup 190-1 and this SOP. Any discrepancies found will be corrected and a re-inspection will be scheduled. Assistance in ascertaining proper storage procedures may be requested from the ASP QA at 967-6669/6675.

(2) Unannounced inspections will be performed on a weekly basis by Fort Lewis QA personnel and the camp ammunition officer/Noncommissioned officer.

(3) Any deficiencies found during inspections will result in the following actions:

(a) Discrepancies: (would not cause threat to ammunition or personnel).

**ACTION:** Required to be corrected within 48 hours or training will be discontinued.

(b) Minor deficiencies: (May cause loss of ammunition assets and could cause injury to personnel; Loss of accountability, minor deficiencies in fire prevention measures, etc.).

**ACTION:** Required to be corrected within 24 hours or training will be discontinued.

(c) Major deficiencies: (likely to cause death or serious injury to personnel and will result in loss of ammunition assets. (Safety, flame producing items allowed in storage area, incompatible storage, etc.)

**ACTION:** Required to be corrected immediately. Training will stop until corrections are made.

(4) All discrepancies/deficiencies will be reported to the Training Division.

## 6. AMNESTY PROGRAM.

a. All ammunition actually found (excluding ammunition 50 Cal and below) will be considered to be hazardous and will not be touched by untrained personnel.

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Cadets finding ammunition will immediately notify a cadre member. Cadre members will:

(1) SMALL ARMS AMMUNITION: Arrange for a military vehicle to transport the cartridges directly to the ASP during normal duty hours. No documentation is required. After duty hours contact the 63rd Ordnance Company at 967-7619/5778 or the 80th Ordnance Battalion SDO/SDNCO at 967-3774/7981.

(2) All other ammunition, contact EOD at 967-5507.

### **7. REFERENCES:**

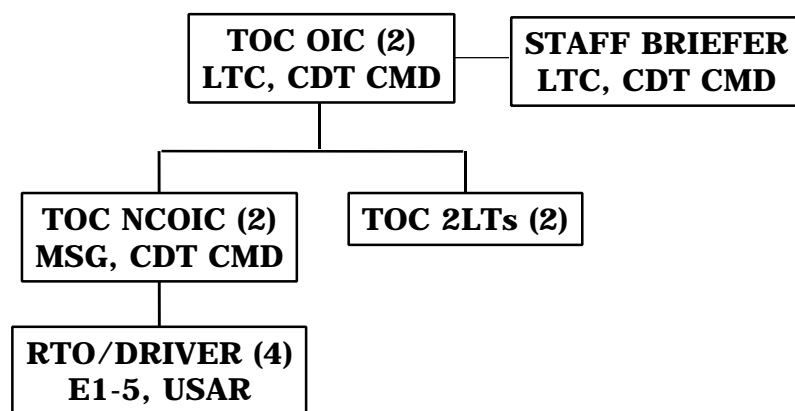
- a. AR 5-13, Training Ammunition Management System.
- b. AR 710-2, Supply Policy below the Wholesale Level.
- c. AR 735-5, Basic Policies and Procedures for Property Accountability.
- d. DA Pam 710-2-1, Using Unit Supply Manual Procedures.
- e. FL Reg. 700-20, Ammunition Logistical System.
- f. 4ROTC Reg. 145-21, Training Ammunition.
- g. AR 190-11, Physical Security of Arms and Ammunition and Explosives.

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### CHAPTER 4 TACTICAL OPERATIONS CENTER (TOC)

1. **PURPOSE.** To outline operational procedures of the Advanced Camp Tactical Operations Center (TOC).

2. **ORGANIZATION.** The TOC is organized:



### 3. RESPONSIBILITIES.

a. TOC Officers. Commands and controls the Advanced Camp TOC on a 24-hour basis and briefs the Commander at the morning briefing. Conduct Advanced Camp Briefing for VIPs. Protocol publishes daily brass cover with itineraries and briefing dates.

b. Staff Briefer. Briefs VIPs as required, responsible for Advanced Camp SOP update.

c. TOC NCOIC . Assists TOC Officers as directed and supervise shift NCOs.

d. TOC 2LT. Receives reports and prepares briefings.

e. Driver/RTO - Operates base station radio; maintains communications with command, staff, regiments, and committees. Serves as duty driver as required.

### 4. DUTIES.

a. Prepare and conduct the Camp Commander's daily update by 0800.

b. Conduct VIP visitor briefings as directed.

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- c. Receive and log all committee opening and closing reports.
  - d. Receive and log in/out gate key to 32nd Division Drive gate.
  - e. Sign out and receive keys for cadre billeting after 1800 hours.
  - f. Respond to, coordinate, and follow-up on significant camp events as directed by the Command Group or Training Division.
  - g. Collect, compile, and transmit camp report to Cadet Command, as required.
5. **DAILY BRIEFING.** Sequence may vary, but the following topics are briefed.
- a. Daybrief Flow
    - (1) Cover
    - (2) Weather
    - (3) Cadet/OCS Status Report/Processing Summary
    - (4) Medical Waiver Review Boards
    - (5) Holding Company Status
    - (6) Sick Call
    - (7) Training Schedule
    - (8) Event Status/APFT Results
    - (9) Committee Rehearsals
    - (10) Cadre/USAR Strength Reports
    - (11) Fleet Status
    - (12) Recordable Accidents
    - (13) Reports of Survey
    - (14) Visitors
    - (15) Awards
    - (16) Issues

## SECTION C - TRAINING DIVISION

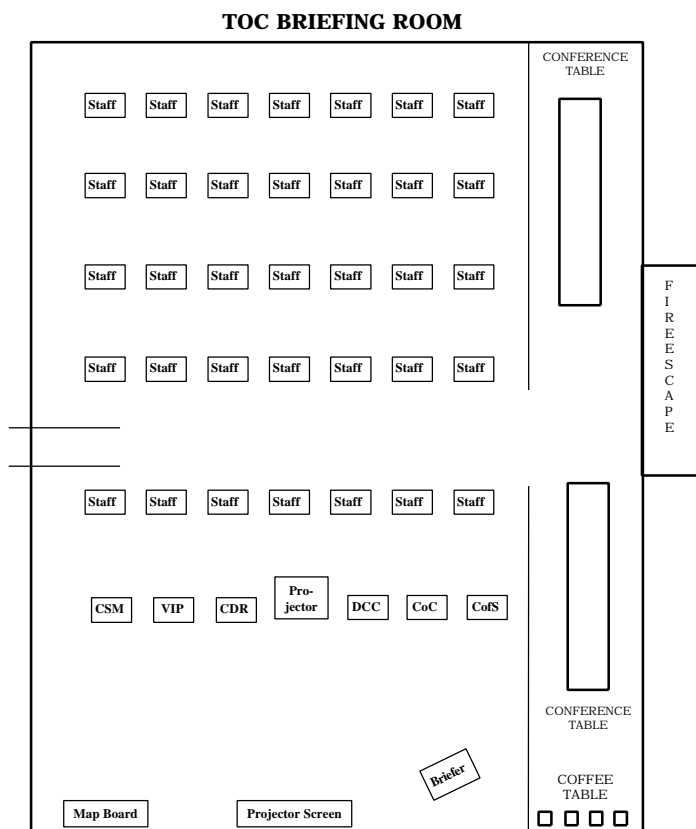
### 6. HOURS OF OPERATION.

0600-0730	Prepare for briefing
0800-0830 daily	Camp Commander's briefing
0730-1700	Daily operations and VIP briefs
1600	Cut off time-staff data input
2200	Brief night TOC Officer (Deputy or NCO)

### 7. COMMITTEE DISTRIBUTION BOX:

- Maintain committee distribution boxes in the Training Division office.
- Training Division staff places all distribution in these boxes.
- TOC passes routine messages to committees by distribution.

### 8. BRIEFING ROOM DIAGRAM. See Figure C-5



**FIGURE C-5**



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### **CHAPTER 5 ARMS ROOM KEY CONTROL**

1. **PURPOSE.** To provide directions and maintain constant control of keys to both Advanced Camp arms rooms. (4D11, 7D11)
2. **RESPONSIBILITIES.**
  - a. The Support Brigade ensures the camp SOP is reviewed by Military Police Battalion for concurrence with all applicable regulations.
  - b. The Support Brigade Sergeant of the Guard cell (Support Bde C2 cell) maintains control, access, and security of all arms room keys.
  - c. Unit armorer is briefed on procedures and provides the following documents:
    - (1) Unit Unaccompanied Access Roster.
    - (2) Unit Armorer Orders.
    - (3) DA Form 2062 to cover entire camp period.
3. **KEYS.** All keys are maintained in safe 1 in the Sergeant of the Guard Office in the Support Brigade C2 Headquarters.
4. **KEY CONTROL.**
  - a. Sergeant of the Guard office maintains DA Forms 2062 from each armorer.
  - b. Sergeant of the Guard signs for keys each time they are brought to the Sergeant of the Guard cell.
  - c. Armorer signs for operational set from Sergeant of the Guard on DA Form 2062.
5. **SPARE LOCKS.** Two spare locks are available to secure boxes to chain as required.

### **CHAPTER 6 REGIMENTAL ACTIVATION CEREMONY**

1. **PURPOSE.** This SOP contains information on how to conduct the Advanced Camp Regimental Activation Ceremony.
2. **SCOPE.** Procedures described herein implement the requirements and incorporate techniques that have proven effective in administering the Regimental Activation Ceremony at Advanced Camp. This SOP also contains standard requirements in accordance with FM 22-5.

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3. **GENERAL.** Each regiment conducts official opening ceremonies in accordance with the training schedule. During the activation ceremony, the Camp Commander will provide guidance on camp goals, and regiments will officially receive their guidons. Regiments will conduct their activation ceremony at North Fort Lewis.

### 4. **RESPONSIBILITIES.**

#### a. **Training Division.**

(1) Coordinate with TASC to provide a public address system with appropriate taped music.

(2) Provide 5 rounds of 75mm ammunition for each ceremony.

(3) Operations Cell provides three road guards to control traffic. Traffic will not be permitted near ceremony except for parking of VIP vehicles. Post road guards at the appropriate intersections to divert traffic.

(4) Operations Cell to emplace three 75mm Howitzers and provides firing party.

(5) Provides reviewing stand.

(6) Emplace of VIP seating.

#### b. **Protocol.**

(1) Provide seating arrangement and escorts for VIPs.

(2) Provide all General Officer flags.

(3) Coordinate use of chairs for VIP seating.

c. **Commandant of Cadets SGM.** Provide technical expertise and assist regiments with rehearsals and conduct of the ceremony.

d. **P&A.** Task for one narrator for all regimental activation ceremonies. Narrator must be at camp the entire time and available for all rehearsals.

#### e. **Cadet Regiments.**

(1) Regiments will rehearse the ceremony with key personnel the day of the ceremony at North Fort Lewis. A dress rehearsal with all participating units will follow the key personnel rehearsal. The regimental formation will be platoons in line, companies in line at time TBD on the day of the ceremony.

(2) Key personnel include the RSGM, PTNCOs, cadet Commander of Troops (COT), cadet company commanders, platoon leaders, guidon bearers, four-man color

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guard, flag bearers for General Officer, right guides (1st squad leaders), and one cadet to recite the cadet creed).

5. **UNIFORM.** All cadets will wear Battle Dress Uniforms (BDUs) with soft cap, and Load Bearing Equipment (LBE), with pistol belt, two canteens with cup and cover, suspenders, first aid pouch, and ammo pouches.

### 6. **SEQUENCE OF EVENTS.**

a. For regiments affiliated with the cavalry or field artillery, use "Troop" or "Battery" in lieu of "Company."

b. At 1415, the cadet regiment will form on the final line in a company formation with platoons in line, at parade rest. Upon the arrival of the Camp Commander, the RSGM (the Cadre COT) will come to the position of attention, face about, and command, "REGIMENT, ATTENTION; PRESENT ARMS." The RSGM will then face about and salute. The RSGM will terminate the salute, face about, command, "ORDER ARMS," then face about.

c. The Camp Commander will then direct, "PRESENT YOUR GUIDONS." No salutes are exchanged. The RSGM faces about and commands, "REGIMENT, PRESENT YOUR GUIDONS". Upon receiving the command PRESENT YOUR GUIDONS, the Cadet Chain of Command, accompanied by their guidon bearers, to include the Cadet COT will move forward from positions on the flanks of the companies and take their respective positions; i.e., Cadet COT is two steps in front of the RSGM, cadet platoon leaders in front of PLT NCO and guidon bearers next to the PT NCO. The RSGM then gives the command, "DETACHMENT, PRESENT ARMS." On this command, only the PTNCOs, RSGM, Cadet Company Commanders, Cadet Platoon Leaders, Guidon Bearers, and Colors will execute Present Arms. The RSGM will then command, "ORDER ARMS." All cadet leaders, guidon bearers, colors, and cadre will execute Order Arms.

d. The Cadre COT will command, "POST", and simultaneously moves to his predesignated position adjacent to the reviewing stand; at which time all PTNCOs will face to the right as in marching and execute column movement as necessary to position themselves to the rear of the their respective platoons. The Cadet COT and Cadet Platoon Leaders will move one step forward, face about, and assume the positions vacated by their cadre, thus symbolizing the official establishment of the cadet chain of command.

e. Once the cadre are stationary, the Cadet COT will command, "COLORS, CENTER (PAUSE), MARCH". Narrator identifies cadet bringing regimental colors forward. When the colors are stationary, the Cadet COT faces about.

f. At this time, the narrator will announce the activation. Simultaneously, the Camp Commander and CSM will leave the reviewing stand. The Camp Commander will position himself two steps in front of, and two steps to the left of the Cadet COT. The CSM is four steps directly opposite the Camp Commander. The Colors will be carried out by a designated individual who will post himself two steps to the right and centered on CSM. Upon completion of the activation order, the CSM will take the

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cased organizational colors from the designated individual and presents the cased colors to the Camp Commander. The Camp Commander will lower the color to allow the CSM to uncasing it. The narrator will read the activation order. The CSM will then fold the case and place it inside the color bearer's cartridge belt (rear center). With the organizational color uncased, the Camp Commander will rotate the staff to allow the color to unfurl and drape freely. The Camp Commander will then present the color to the Cadet COT. The CSM will step forward, take the color from the Cadet COT, place it in the color bearer's harness, and return to his position. The CSM and Camp Commander will then return to the reviewing stand.

g. When the reviewing party is stationary and facing the formation, the Cadet COT commands, "REGIMENT, SOUND (pause) OFF." Guidon bearers will raise their guidons on the command "SOUND," and lower them on the command, "OFF." When the guidon bearers lower their guidons, the regiment will sound off with its motto.

h. The Cadet COT will then direct, "BRING YOUR UNITS TO PRESENT ARMS." Once the Cadet Company Commanders bring their units to present arms, the Cadet COT will face about and present arms.. The National Anthem is played. Upon conclusion of the National Anthem, the Army Flag bearer executes Order Arms and the Cadet Cannonade is fired.

i. Upon the completion of the cannonade, the Cadet COT will terminate his or her salute, face about and direct, "BRING YOUR UNITS TO ORDER ARMS", once the formation is at order arms he commands, "COLORS, POST (PAUSE), MARCH." The colors will move back to their original position, on line with the regiment. When the colors are in position, the Cadet COT will commands, BRING YOUR UNIT TO PARADE REST." Once the regiment is at parade rest, the Cadet COT will face about and execute parade rest.

j. A designated cadet will then move to his or her position to recite the Cadet Creed.

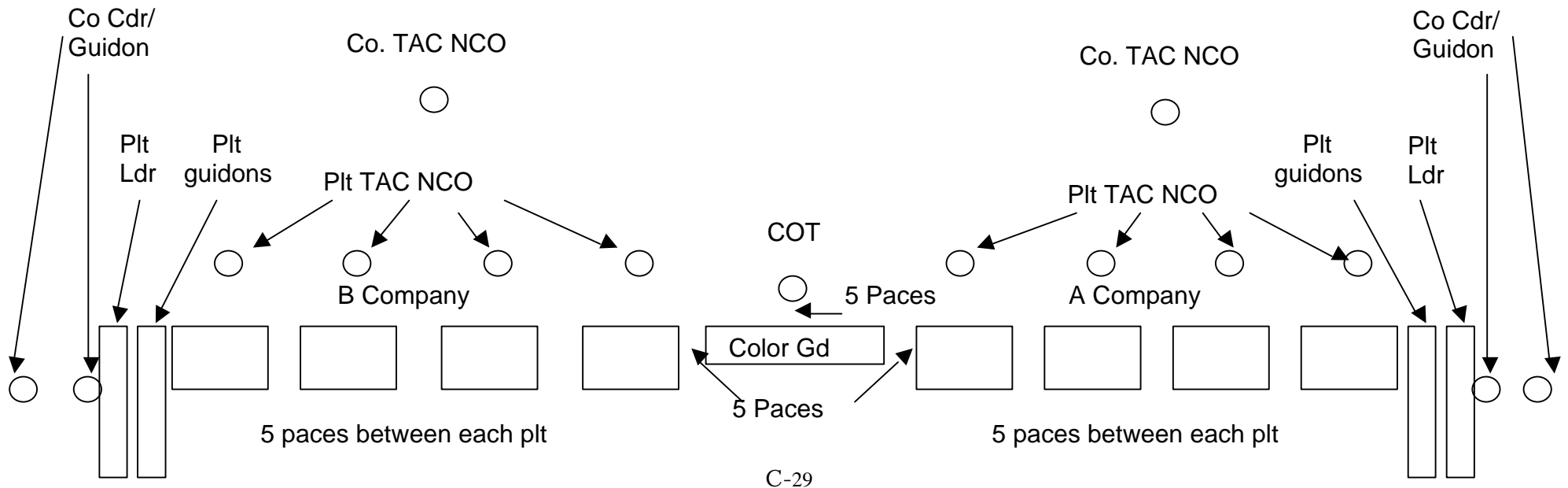
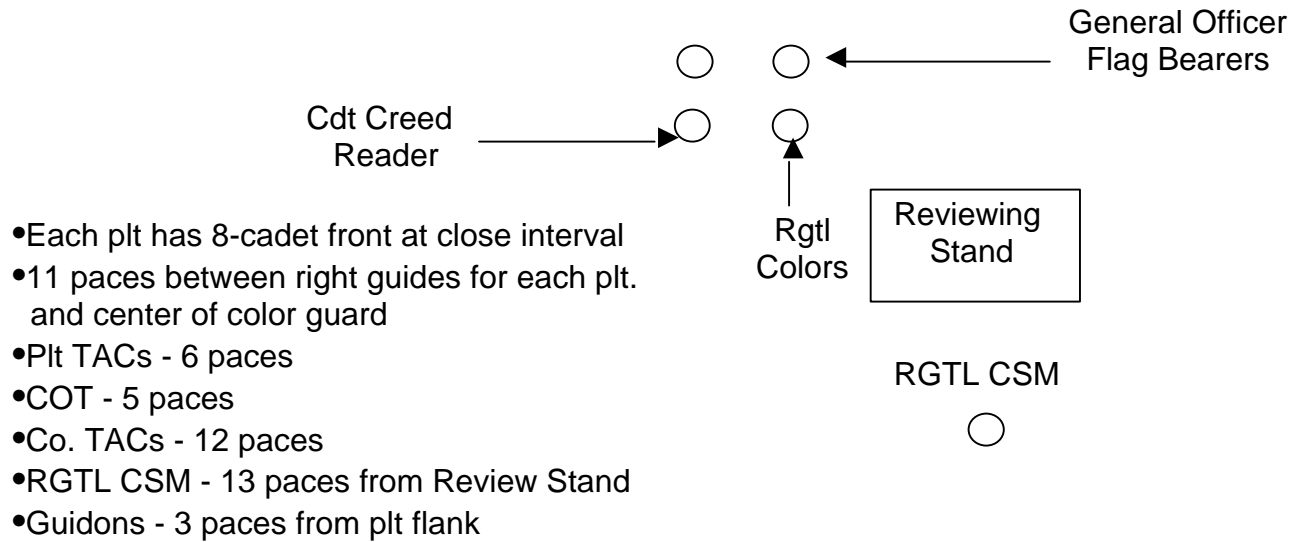
k. After the creed is complete, the Camp Commander will make his remarks. Upon completion of the Camp Commander's remarks, the Cadet COT will come to the position of attention and face about, and direct, "BRING YOUR UNITS TO ATTENTION . When the regiment is at Attention, the Cadet COT will face about. At that time, the Cadet Command Song and the Army Song will be played.

NOTE: If there is a guest speaker, he will make his remarks after the Camp Commander's are complete.

l. When the Army Song ends, the Cadet COT will salute the Camp Commander and state, "SIR, THIS CONCLUDES THE CEREMONY FOR THE (INSERT NAME) REGIMENT." The Camp Commander will return the salute and direct TAKE CHARGE and will leave the reviewing stand. The Cadet COT will face about and direct, "COMPANY COMMANDERS, TAKE CHARGE OF YOUR UNITS." Salutes will be exchanged and the Company Commanders will march their units off the parade field.

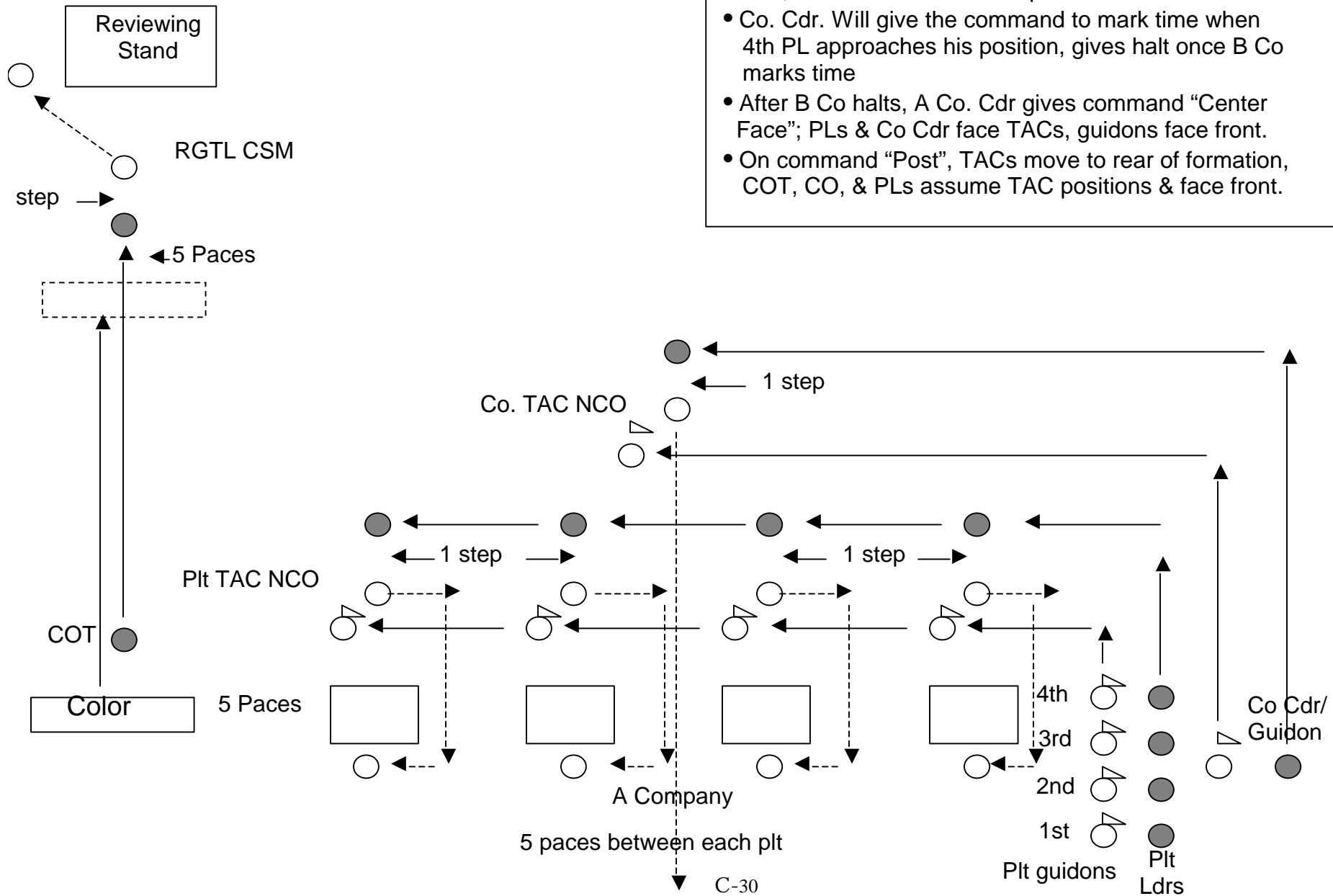
## SECTION C - TRAINING DIVISION

### Enclosure 1: Positions at start of Regimental Activation Ceremony (RAC)



## SECTION C - TRAINING DIVISION

### Enclosure 1: Key Personnel movements for posting guidons & colors (RAC) A Co.

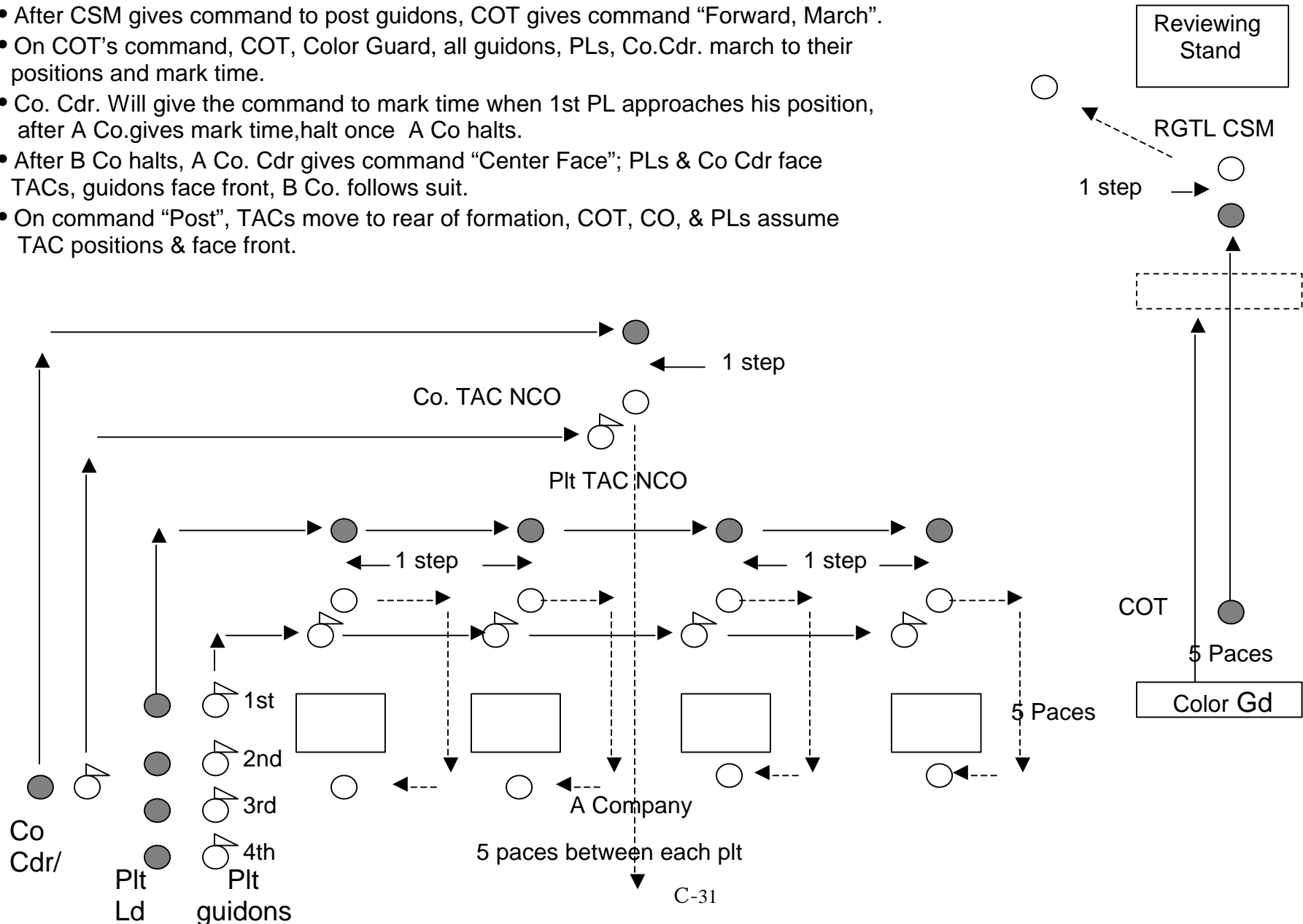


- After CSM gives command to post guidons, COT gives command "Forward, March".
- On COT's command, COT, Color Guard, all guidons, PLs, Co.Cdr. march to their positions and mark time.
- Co. Cdr. Will give the command to mark time when 4th PL approaches his position, gives halt once B Co marks time
- After B Co halts, A Co. Cdr gives command "Center Face"; PLs & Co Cdr face TACs, guidons face front.
- On command "Post", TACs move to rear of formation, COT, CO, & PLs assume TAC positions & face front.

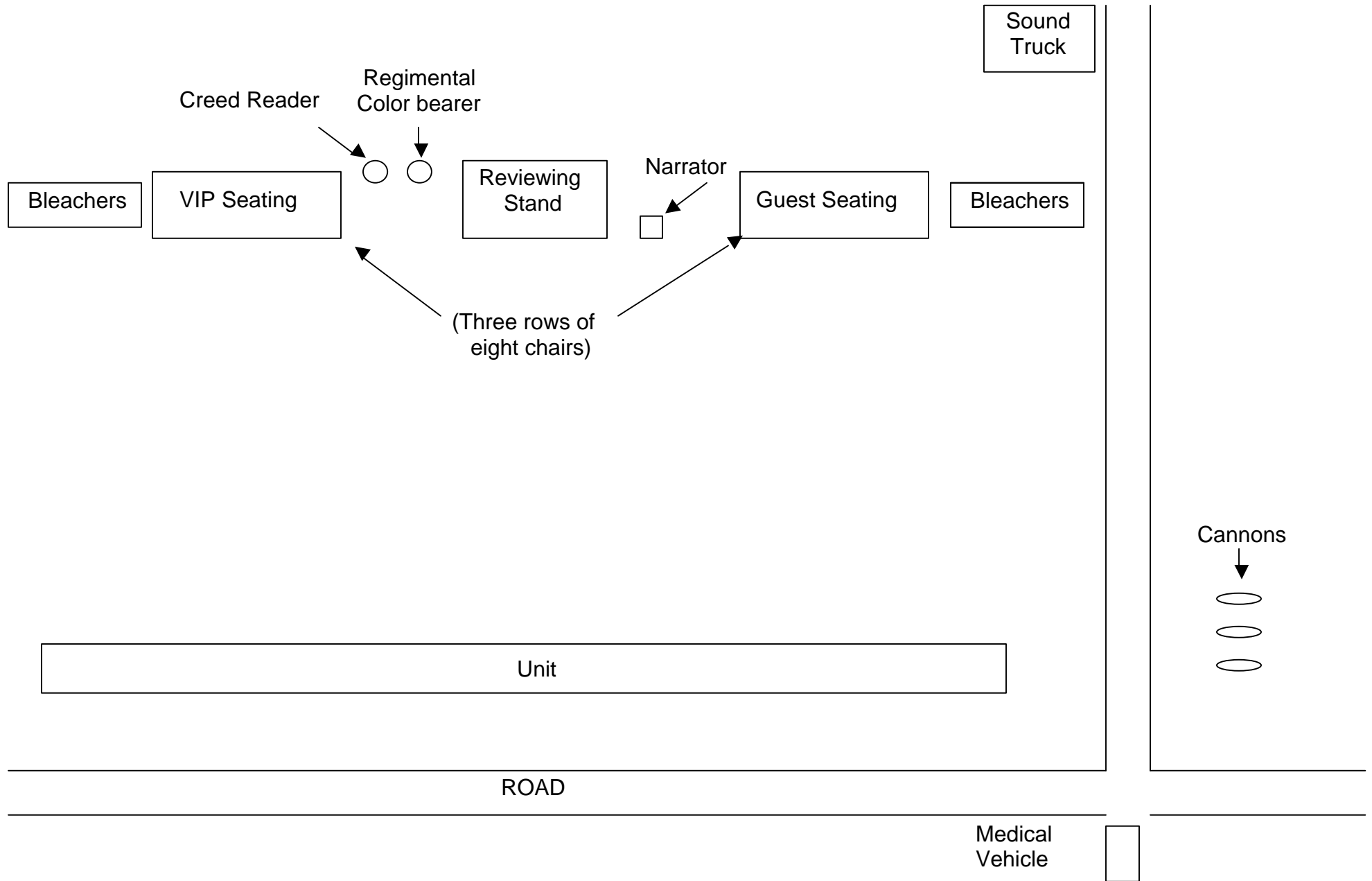
## SECTION C - TRAINING DIVISION

### Enclosure 1: Key Personnel movements for posting guidons & colors (RAC) B Co.

- After CSM gives command to post guidons, COT gives command "Forward, March".
- On COT's command, COT, Color Guard, all guidons, PLs, Co.Cdr. march to their positions and mark time.
- Co. Cdr. Will give the command to mark time when 1st PL approaches his position, after A Co.gives mark time, halt once A Co halts.
- After B Co halts, A Co. Cdr gives command "Center Face"; PLs & Co Cdr face TACs, guidons face front, B Co. follows suit.
- On command "Post", TACs move to rear of formation, COT, CO, & PLs assume TAC positions & face front.



**SECTION C - TRAINING DIVISION**  
**Enclosure 1: Positions of support**  
**elements**





## **SECTION C - TRAINING DIVISION**

### **CHAPTER 7 REGIMENTAL GRADUATION CEREMONY**

1. **GENERAL.** Each regiment will conduct a cadet review, with camp graduation and awards ceremony IAW regimental training schedules at Watkins Field, Fort Lewis, WA.

2. **PURPOSE.** To permit the Army cadets to participate in a traditional military ceremony for:

- a. Presentation of camp awards.
- b. Camp graduation.

3. **SEQUENCE OF EVENTS.** The following sequence of events will normally apply to graduation day activities:

- a. 0600 - Commissioning
- b. 0700 - Presentation of company/platoon awards by RTO.
- c. 0900 - Graduation and Awards Ceremony.

4. **PARTICIPANTS.**

- a. Camp Commander.
- b. Honored guests (as applicable).
- c. Cadet regiment.
- d. Cadet awardees.
- e. Color bearers and color guards.
- f. The commander of troops and staff as designated by the Regimental TAC Staff.

5. **RESPONSIBILITIES.**

a. **RTO.**

- (1) Train Key Personnel on Sequence of Events prior to rehearsal.
- (2) Ensure that cadets are on the ready line NLT 10 minutes before ceremony time on scheduled date.
- (3) Provide appropriate information concerning units and persons to be honored/commissioned to Protocol.

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(4) Conduct rehearsals as follows:

(a) Key personnel at the time designated on the regimental training schedule two days prior to the ceremony. Rehearsal will take place on Watkins Field with the following participants: Honor graduate, COT, staff, company commanders, guidon bearers, platoon leaders, firsts squad leaders, awardees, six-man color guard, two awards bearers, three ushers, and commissionees.

(b) Dress rehearsal on Watkins Field at the time designated on the regimental training schedule on the day prior to the ceremony.

(5) Provide transportation for key personnel (COT and staff, platoon leaders, company commanders, guidon bearers and commissionees/awardees) to Watkins Field for the key personnel rehearsals as required by the training schedule.

### **b. Protocol Office.**

(1) In coordination with I Corps and Fort Lewis Protocol Officer, provide invitations for official guests as required.

(2) Prepare the seating plan and provide to Secretary to the General Staff prior to scheduled ceremonies.

(3) Prepare and emplace guest seating cards.

(4) Provide ushers to seat visitors.

(5) Provide necessary general officer flags.

(6) Designate a narrator for the ceremony.

(7) Prepare written narration for the ceremony.

(8) Prepare and publish the program which includes:

(a) Sequence of events.

(b) List of awards.

### **c. PAO.**

(1) Provide for public information coverage in coordination with Post PAO to include the official post newspaper and local news services.

(2) Provide photo and news coverage of the reviews.

(3) Provide coverage of commissioning during the graduation ceremony.

(4) Ensure graduation reviews are noted in the post daily bulletin.

## **SECTION C - TRAINING DIVISION**

(5) Provide speeches, as needed, for the Camp Commander and Guest Speakers.

d. **P&A.**

(1) In coordination with the RTO, prepare list of awardees prior to the review.

(2) Deliver properly engraved awards to the ceremony site one hour prior to the ceremony.

e. **Training Division.**

(1) Arrange for and coordinate participation of the band.

(2) Arrange for and ensure set up of sound system NLT one hour prior to dress rehearsal and the start of the graduation ceremony.

(3) Provide four rounds of 75mm ammunition for each ceremony.

(4) Provide field markers (5"X5" squares prepared by F17) for all ceremonies, as needed, to include: 8 SL, 8 PL, 2 CO, 2 ADJ, 1 BAND, 2 COT, and 2 CG. Markers will be ordered and picked up, as needed, by the Camp Ceremonies NCO.

(5) Coordinate with ground maintenance to avoid conflicts with watering schedule.

(6) Survey, mark, stake out, and set up the parade field.

(7) Coordinate for 100 chairs for guest seating at Watkins Field.

(8) Coordinate for 50 state flags for use at Watkins Field from I Corps Headquarters Commandant (Mr. Balentine).

(9) Operations Cell Responsibilities.

(a) Provide three road guards.

(b) Provide three 75mm Howitzers with crews.

(c) Draw and emplace two 3X6 tables and appropriate table cloth from F10 for use as an awards and refreshment table.

(d) Ensure bleacher seats are clean prior to the ceremony.

(e) Provide a HMMWV to tow cannons from Cadet Park to Watkins Field.

(f) Draw and emplace 100 chairs for guest seating. Coordinate with G3 for specific instructions.

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(g) Draw and emplace state flags. Coordinate with G3 for specific instructions.

(h) Provide general officer flag bearer, as needed.

(i) Mount graduations signs.

(j) Emplace routing signs to ceremony.

(k) Provide for transportation of equipment to and from the ceremony site.

### **f. Resource Management.**

(1) Provide transportation for the cadet regiments, to include awardees/commissionees to and from Watkins Field for the dress rehearsal and review. Dismount point for the rehearsals and ceremony will be Bitar Avenue.

(2) Contract for and emplace ten chemical latrines on Watkins Field NLT two days prior to the first graduation ceremony. Ensure latrines are serviced at least once a week until the day following the last ceremony.

(3) Provide cadet rank insignia for each graduation ceremony (22 silver pips and 9 diamonds for each ceremony).

### **g. Camp CSM.**

(1) Assist with rehearsals, as necessary.

(2) Brief the Camp Commander on the ceremony.

**7. SEQUENCE OF EVENTS AND INDIVIDUAL ACTIONS.** Use "troop" in commands in lieu of "company" in cavalry-affiliated regiments. (See Enclosures)

### **a. Formation of Troops.**

(1) Units are moved to their positions on the ready line in the most convenient manner. For a large review, the COT prescribes the routes, sequence, and time of arrival on the ready line.

(a) The regiment will be staged at the parking lot at the end of Watkins Field in a line formation facing Liggett Drive.

(2) The band takes its position on the final line 12 steps to the right of the right flank unit's marker. The adjutant's initial post is three steps to the left of the band. After verification that all units are positioned on the ready line, the adjutant faces down the final line and over his right shoulder directs the band to "SOUND ATTENTION."

(3) The band sounds ATTENTION, pauses, and waits for the directive to "SOUND ADJUTANT'S CALL."

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(4) Upon hearing ATTENTION, unit commanders face about, bring their units to attention and face to the front. (Supplementary commands are not given in mass formations.)

(5) When all units are at attention, the adjutant directs, "SOUND ADJUTANT'S CALL."

(6) The band sounds ADJUTANT'S CALL, and (without pause) begins playing a march. It continues until the last unit halts on the final line.

(7) Immediately after ADJUTANT'S CALL, the following events take place simultaneously:

(a) All unit commanders immediately command, "GUIDE ON LINE." The guide of each unit double times on the final line of markers, halts with his right foot on the marker and then faces (to the right) the adjutant.

(b) The adjutant aligns the guides (if necessary) and immediately marches to a position centered on the command and halfway between the post of the commander of troops and the final line. He halts and faces to the left, facing the line of troops.

(c) As soon as the guides are on line, the unit commanders (in sequence from right to left) command, "FORWARD, MARCH." As they approach the positions of the guides, commanders command, "MARK TIME, MARCH" so that the rank of squad leaders begins to mark time and is on line with the left shoulder of the guide. The commander allows the unit to mark time for about eight counts and then commands, "COMPANY, HALT." On the command of execution "HALT," the guide executes left face, which places his right foot on the marker. The unit is then aligned. The company commander directs, "HAVE YOUR PLATOON DRESS RIGHT." The platoon leader commands, "AT CLOSE INTERVAL, DRESS RIGHT, DRESS." At the command of execution, "DRESS," the platoon leaders of the left flank platoon moves to the left flank of his platoon and the platoon leaders of the right platoons move by the most direct route to the right flank and verifies the alignment. When he has completed verification, he returns to his position directly in front of his platoon, halts parallel to the formation, and faces the platoon. The platoon leader then commands, "READY, FRONT" and immediately executes an about face. The company commander then gives the company "PARADE REST" and faces to the front.

**NOTE:** If the ready line is not used, Company Commanders will have their platoons dress right after the Adjutant Call and the Adjutant has posted and stationary.

(8) When all units are on the final line and are at parade rest, the adjutant directs, "SOUND OFF" and assumes the position of parade rest. He remains facing the formation.

(a) At the directive "SOUND OFF," the band plays three sound off chords. At the conclusion of the third chord, the band moves forward playing a march in quick time. The band executes a left turn to march across the front of the troops. At the left of the line of troops, the band countermarches and returns over the same ground

## SECTION C - TRAINING DIVISION

to the right of the line. After the band has passed beyond the right of the troops, it executes a right turn, countermarches again, and halts in its original position.

(b) When the band has halted, it will cease playing at the next convenient place in the music and will again play the three sound off chords (trooping the line by the band may be eliminated when ceremonies are conducted indoors during inclement weather and space is limited).

(9) When the three sound off chords are completed, the Adjutant directs, "BRING YOUR UNITS TO ATTENTION." The company commanders face about and (in sequence starting with the right flank unit) commands, "COMPANY, ATTENTION." The company commander then faces about.

(10) When all units are at attention, the adjutant faces about. That is the signal for the COT and his staff to move from their positions near the reviewing stand to their posts midway between the line of troops and the reviewing stand and face the line of troops.

(11) When the COT has halted at his post, the adjutant faces about and directs, "BRING YOUR UNITS TO PRESENT ARMS."

(12) Company commanders face about and in sequence command, "PRESENT, ARMS." They then face about and salute.

(13) After all units are at present arms, the adjutant faces about, salutes, and reports, "SIR, THE COMMAND IS FORMED."

(14) The COT returns the salute of the adjutant and directs, "TAKE YOUR POST." (The members of the staff do not salute.) The adjutant takes his post by facing to the half left in marching, marches forward, halts at normal interval to the right of the right flank staff member, and faces about. When the adjutant is in position, the COT directs, "BRING YOUR UNITS TO ORDER ARMS." Company commanders terminate their salutes, face about, command, "ORDER, ARMS," and then face about. When all units are at order arms, the left flank staff officer commands, "RIGHT, FACE; FORWARD, MARCH; COLUMN LEFT, MARCH; COLUMN LEFT, MARCH; STAFF HALT;" and "LEFT, FACE." At that time, the staff should be centered on, and two steps in front of the COT.

(15) When the units have completed order arms and the staff has reversed, the COT then faces the reviewing stand and waits for the reviewing officer to take his post. If, for some reason the reviewing officer has been delayed, or if a delay is prearranged, the COT directs the units to "PARADE REST" and then directs them to "ATTENTION" before the reviewing officer's arrival.

### **b. Review party arrives.**

(1) When the reviewing officer has halted at his post, the COT faces about and directs, "BRING YOUR UNITS TO PRESENT ARMS." Company commanders face about, command "PRESENT, ARMS," face to the front, and salute. When the units

## **SECTION C - TRAINING DIVISION**

have completed this movement, the COT faces about and commands his staff and himself to "PRESENT ARMS."

(2) Camp Commander returns salute. The COT then commands his or her staff to "ORDER ARMS," faces about and directs "BRING YOUR UNITS TO ORDER ARMS AND PARADE REST." Company commanders terminate salutes, face about, and in sequence command "ORDER ARMS AND PARADE REST." They then face to the front and execute parade rest. When all troops are at parade rest, the COT faces about. He or she directs the staff to "PARADE REST."

(3) The Chaplain assumes his position at the narrator's lectern and delivers the invocation.

### **c. Inspection.**

(1) Upon completion of the invocation, the COT assumes the position of attention and directs the staff to assume the position of attention. When the COT and staff are at attention, the Reviewing Officer, Camp Commander, and RTO move from the reviewing stand to a position three steps in front of the COT.

(2) The COT salutes and reports, "SIR, THE COMMAND IS PREPARED FOR INSPECTION." The band begins to play marching music on the salute of the COT and continues to play until the reviewing officer has returned to his post.

(3) The COT guides the reviewing party to the right flank of the band. The COT and the host or host commander march to the right of the reviewing officer. Whether marching or riding, the reviewing party passes between the line of brigade commanders and staffs, battalion commanders, and company commanders in division or similar-size reviews. In reviews for a battalion, or units of similar size, the inspecting party passes between the front rank of troops and the line of company commanders, or they pass immediately in front of the platoon leaders when companies are in a line formation.

(4) Upon the departure of the reviewing party, the senior staff officer commands the staff to "PARADE, REST." After the inspection has been completed, the senior staff officer commands, "STAFF, ATTENTION" before the return of the COT.

(5) When the reviewing party approaches the right flank of each unit, the unit commander faces about and commands, "COMPANY, ATTENTION." Platoon leaders give the command, "EYES, RIGHT" and salute when the company is in a line formation. The company commander faces his unit, but neither he nor his guidon bearer salute. On the command, "EYES, RIGHT," platoon leaders execute eyes right and salute. The guidon bearers execute eyes right and present guidons. Each soldier turns his head to the right and, as the reviewing officer comes into his line of vision, each soldier follows the officer with his head and eyes, until the reviewing officer reaches the front. At that point, the head and eyes of each soldier remain to the front. As soon as the reviewing officer has cleared the unit, the platoon leaders command "ORDER, ARMS." He then faces about and commands, "PARADE, REST," assumes the position himself, and remains facing his unit. The left flank unit remains at attention until the reviewing party has cleared the right rear of the unit. Other

## **SECTION C - TRAINING DIVISION**

commanders remain facing to the rear and command their units to ATTENTION as the party passes to the rear of their units. They then command "PARADE REST," face to the front, and assume PARADE REST.

(6) As the reviewing party approaches the Colors, the COT inconspicuously commands "PRESENT, ARMS" (six steps from the Colors) and "ORDER, ARMS" (six steps from the Colors). They do not salute when passing to the rear of the Colors. The Color Guard and bearers execute eyes right. The organizational color dips (salutes).

(7) After passing in front of the troops, the inspection continues along the rear of the troops and terminates at the right flank of the band. The COT commands, "PARTY, HALT." The bandmaster has the band play softly until the reviewing party members begin marching back to their posts. The COT faces to the half left in marching, takes two steps, halts, and faces about. The host or host commander repositions himself to the left of the reviewing officer. When the host or host commander is in position, the COT and the reviewing officer exchange salutes. Upon termination of the salutes, the reviewing officer and host or host commander immediately faces to the half left in marching and return to their posts. The COT hesitates momentarily and then faces to the right in marching and returns to his post.

### **d. Awards presentation.**

(1) When the reviewing officer has completed the inspection and returned to his post, the COT faces about and directs, "BRING YOUR UNITS TO ATTENTION." Unit commanders face about, command, "COMPANY, ATTENTION," and face back to the front. The COT then commands (loud enough for the band to hear) "PERSONS TO BE HONORED AND COLORS CENTER (pause), MARCH."

(2) On the command "MARCH," the band begins to play marching music and continues to play until the detachment halts in front of the reviewing officer.

(3) On the command "MARCH," the Colors march forward seven steps and halt one step in front of the line of company commanders.

(4) The staff of the COT on the command "CENTER" executes right face. On the command "MARCH," the staff marches forward far enough to provide clearance for the Colors and persons to be honored. The staff then halts and executes left face on command of the rear staff officer.

(5) The COT marches forward and takes his post five steps in front of and centered on the leading element. He faces about and commands "FORWARD, MARCH." The COT, persons to be honored, and Colors march forward. The COT commands "DETACHMENT, HALT" when he is about six steps from the reviewing stand. He then salutes and reports, "SIR, THE PERSONS TO BE HONORED AND COLORS ARE PRESENT." The host/ camp commander returns the salute and directs "PRESENT THE COMMAND."

(6) The COT faces to the right in marching, passes around the right flank of the persons being honored, and proceeds directly to his post, two steps in front of and



## SECTION C - TRAINING DIVISION

centered on his staff. He then directs "BRING YOUR UNITS TO PRESENT ARMS." Unit commanders face about and command "PRESENT, ARMS." They then face about and execute the hand salute. The COT then faces about and commands, "DETACHMENT PRESENT, ARMS;" he and his staff come to present arms with the detachment.

(7) Honors to the nation and the cadet cannonade are rendered at that time. At the completion of the cannonade, the COT commands (for himself, his staff, and the detachment), "DETACHMENT ORDER, ARMS." He then faces about and directs, "BRING YOUR UNITS TO ORDER ARMS AND PARADE REST." Unit commanders terminate their salutes, face about, and command, "ORDER ARMS" and "PARADE REST." They then face to the front and assume parade rest. The COT faces about and commands, "PARADE, REST;" the COT and his staff execute parade rest.

(8) At that time, a designated cadet will move to a position in front of the reviewing stand and recite the cadet creed. Upon completion of the creed, the designated cadet will move to the side of the reviewing stand.

**NOTE:** If a retirement is scheduled, it will be done prior to the first cadet award. Protocol will escort and position the retiring soldier and his or her spouse.

(9) When the Honor Graduate and COT are in position, the Reviewing Officer and Camp Commander will move from the reviewing stand toward the honorees. As the reviewing officer approaches the guidon to be decorated, the bearer executes present guidon so that the reviewing officer may fasten the streamer. The Color bearer lowers the organizational color to be decorated far enough for the reviewing officer to fasten the streamer. The Color bearer gathers the organization color around the staff so it will not touch the marching surface. He resumes the carry position after the streamer has been attached.

NOTE: If the Commissioning Ceremony takes place during the graduation ceremony, the following will be added prior to the reviewing officer's remarks:

(a) The senior awardee brings the awards detachment to attention, and gives the command, "RIGHT, FACE."

(b) The awardees face to the right and march forward 15 steps, then execute a left face. The COT will break off from the detachment while marching and returns to his position in front of the staff.

(c) Commissionees march out and take their places two steps in front of the colors, facing the reviewing stand.

(d) The Camp Commander moves from the reviewing stand to administer the oath.

(e) Family members (or other designated persons) will then pin on the rank and the Camp Commander will issue the commissioning certificate.

(f) Family members will then move back to their seats.

## SECTION C - TRAINING DIVISION

(g) At this time, designated NCOs will be moved in front of the newly commissioned lieutenants to render the first salute. The salutes are rendered in sequence. After each first salute, the new lieutenant give the NCO a silver dollar. After the last salute is rendered, the new lieutenants and the NCOs move back to their seats, in the most direct manner.

(h) Simultaneously, awardees will move back to their positions in front of the reviewing stand. The senior awardee will command, "LEFT, FACE."

(11) When the awardees are again in front of the reviewing stand, the COT brings his staff to attention and faces about, and directs, "BRING YOUR UNITS TO ATTENTION." Unit commanders face about and command, "COMPANY, ATTENTION" and then face about. The COT faces about and commands, "DETACHMENT, POST (pause), MARCH." On the command "POST," the following occurs simultaneously:

(a) Colors reverse march and halt.

(b) Awardees execute an about face. The Honor Grad joins reviewing party on the reviewing stand.

(12) On the command "MARCH," Colors and awardees step off and the band begins to play.

(a) Persons who were decorated march back to their original positions, halt on line, and execute an about face.

(b) Colors step off and return to their original posts.

(13) As the Colors pass his position, the COT faces himself and his staff to the left and marches his staff back to the center of the field and faces them to the right. The COT faces to the left; when the Colors are in position he then directs "BRING YOUR UNIT TO PARADE REST", faces the reviewing officer, and brings himself and staff to parade rest.

(14) The reviewing officer will then make his remarks

### e. **Pass in review.**

(1) After the remarks are complete, the COT will bring the formation to attention and face the reviewing stand.

(2) The camp commander directs "PASS IN REVIEW".

(3) The COT face about and commands "PASS-IN-REVIEW".

(4) The COT and his staff move forward and execute turning movements to arrive at a position 12 steps in front of the drum major on the reviewing line.

## SECTION C - TRAINING DIVISION

(5) On command, the COT and his staff execute "EYES RIGHT" and salute at the eyes right marker. The COT commands "READY, FRONT" and terminates the salute when the staff has reached the ready front marker.

(6) The reviewing officer returns only the salute of the COT. (The return of the salute by the reviewing officer represents the salute for all subordinate commanders. This enables the reviewing officer to observe the review without being interrupted by frequent salutes.) The reviewing officer, the host or host commander, their staff, and military spectators salute the National Color when it passes.

(7) After terminating the salute, the COT and his staff (without command) execute three wheeling movements and take their post with the COT on line with and to the right of the reviewing officer.

(8) Platoons execute eyes right on command from their platoon leader. They give the preparatory command "EYES" over their right shoulder two steps from the marker as the right foot strikes the marching surface. The command of execution "RIGHT" is given when the right foot strikes the marching surface again and on line with the marker. On the preparatory command, the guidon bearer executes raised guidon. On the command of execution, the platoon leader executes eyes right and the hand salute. The guidon bearer executes eyes right and maintains alignment. When the rear of the unit has passed six steps beyond the reviewing officer, platoon leader commands "READY" as the left foot strikes the marching surface and "FRONT" the next time the left foot strikes the marching surface. Unit personnel turn their heads and eyes to the front. The guidon bearer executes raised guidon on the command "READY" and returns to the carry position on the command "FRONT."

(9) When passing the reviewing officer, the bandmaster salutes and continues to look straight forward, and simultaneously the drum major executes eyes right and salutes. The other members of the band continue to play marching music without interruption. When the band has passed the reviewing officer, the drum major has the band execute three left turns into a position in front of and facing the reviewing officer and at least 12 steps from the left flank of the marching troops. As the Colors pass, the bandmaster and drum major salute while the band continues to play marching music without interruption.

(10) As the Color guard passes the reviewing officer, each member, except the right flank man, executes eyes right on the command of the Senior Color Sergeant. The organizational color is dipped in salute.

(11) The Color guard will march to the next break in the bleachers, execute a right flank, and administratively case the colors except for the regimental colors.

(12) The Regimental Color Bearer will rejoin the COT with the colors at order, colors.

### f. **Conclusion.**

(1) Units pass in review, reform in company mass on opposite sides of the band. (The band will be centered in front of the reviewing stand.)

## **SECTION C - TRAINING DIVISION**

(2) Once the last platoon passes by the COT/Staff's location, the COT will march the Colors/Staff to a position centered in front of the band facing the reviewing stand.

(3) Once units, COT, and staff are in position, the CAMP COMMANDER and CSM will move forward and case the colors. The CSM will hand the colors to the COT and the COT will dip and furl the Regimental Colors and the Camp Commander and CSM will case the colors. The COT then passes the colors to the CAMP COMMANDER, who will pass it to the CSM. A designated individual will carry it off the field.

(4) The CAMP COMMANDER and CSM will return to the reviewing stand and the CAMP COMMANDER will direct "RETIRE YOUR GUIDONS."

(5) The COT faces about and directs, "REGIMENT RETIRE YOUR GUIDONS." The company commander faces about and commands, "ALPHA COMPANY, SOUND, OFF." Guidon bearers will raise their guidons on the preparatory command of "SOUND" and vigorously stick it into the ground approximately two feet in front of them on the command of execution, "OFF." Cadets will sound off with their motto. Bravo company will follow in sequence.

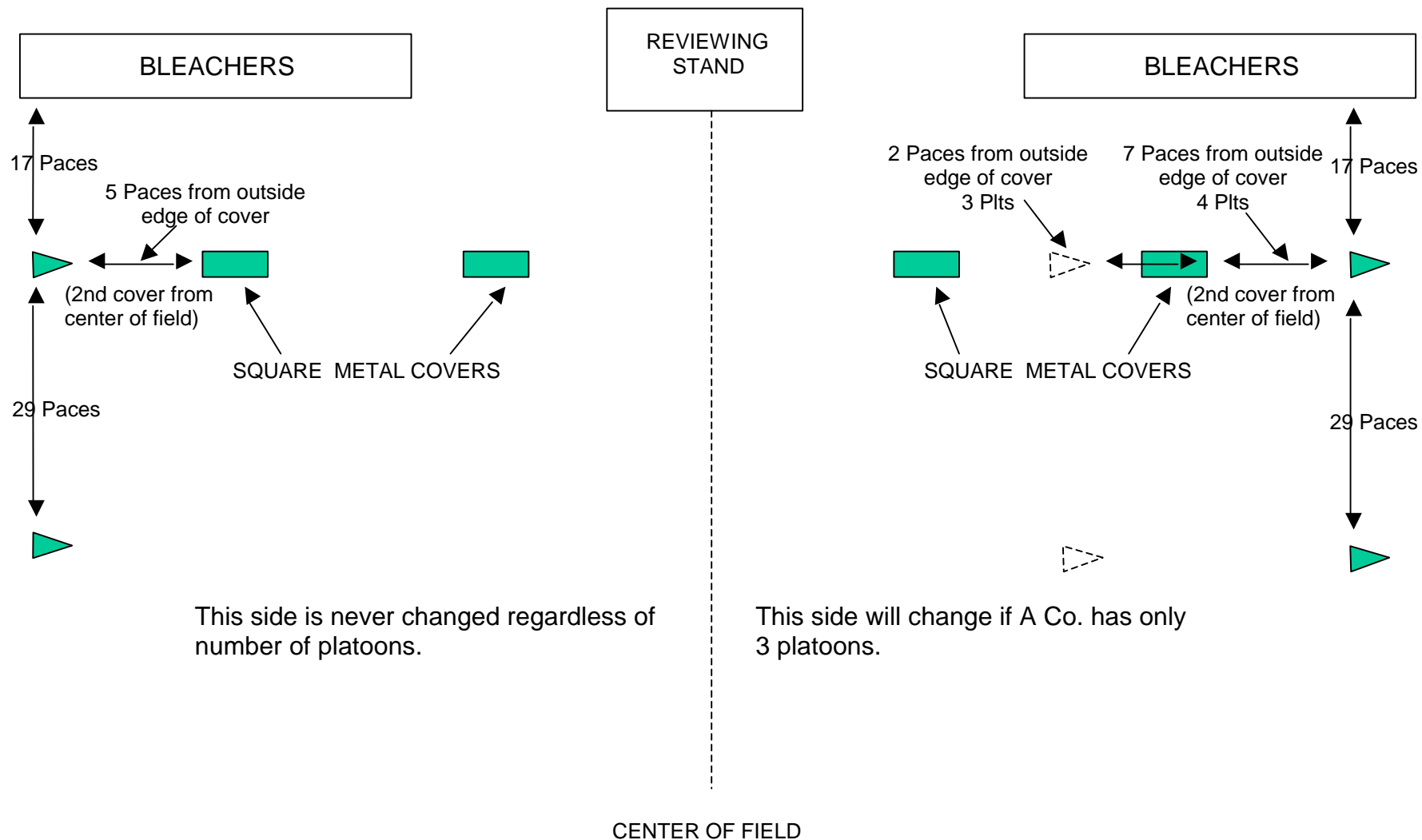
(6) After the guidons have been retired, the COT faces about and the "Bar of Gold On Army Green" and "The Army Song" are played. At the conclusion of "The Army Song", the COT salutes and states, "SIR, THIS CONCLUDES THE CEREMONY OF THE \_\_\_\_\_ REGIMENT."

(7) The CAMP COMMANDER returns the salute and directs, "(he does not say this)

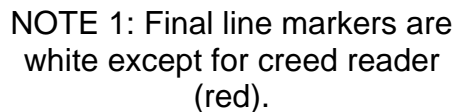
(8) The COT faces about and states, "REGIMENT, DIS-MISSED." Company Commanders will give the command "about face" to their respective companies. When both companies have completed about face, the COT gives the command "forward march." As the cadets march off the field, the band will play "AULD LANG SYNE" until the cadets have reached the far end of the field.

## SECTION C - TRAINING DIVISION

### Enclosure 2 - Placement of turn markers at Watkins Field



## Enclosure 2: Spacing for Regimental Graduation Ceremony



NOTE 2: If A Co.has 3 Plts.,  
move right side turn markers in 9  
paces. Never change left  
markers.

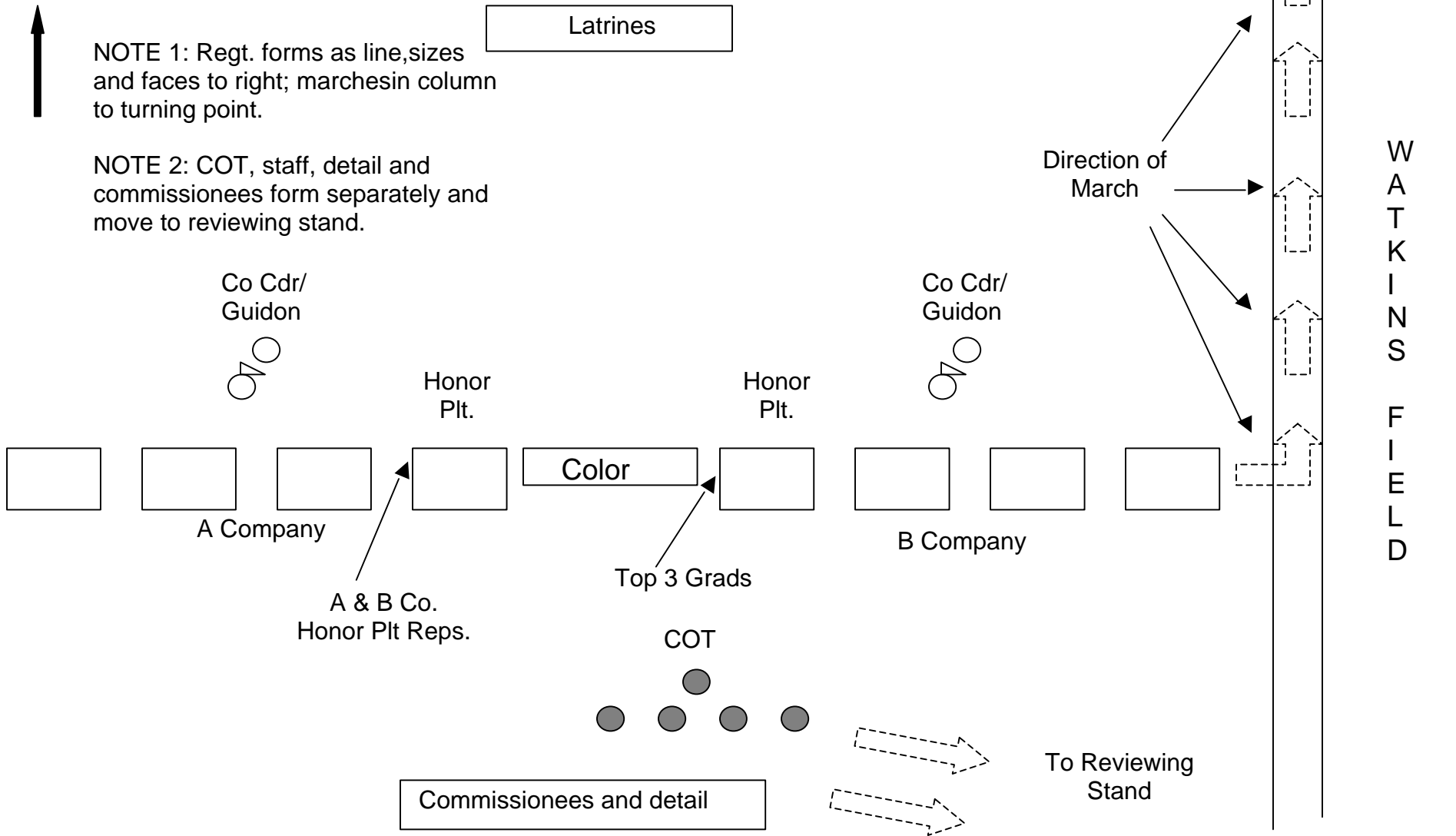
## SECTION C - TRAINING DIVISION

### Enclosure 2A: Spacing for Regimental Graduation Ceremony- Initial Formation and Prep for Movement (Parking Lot)

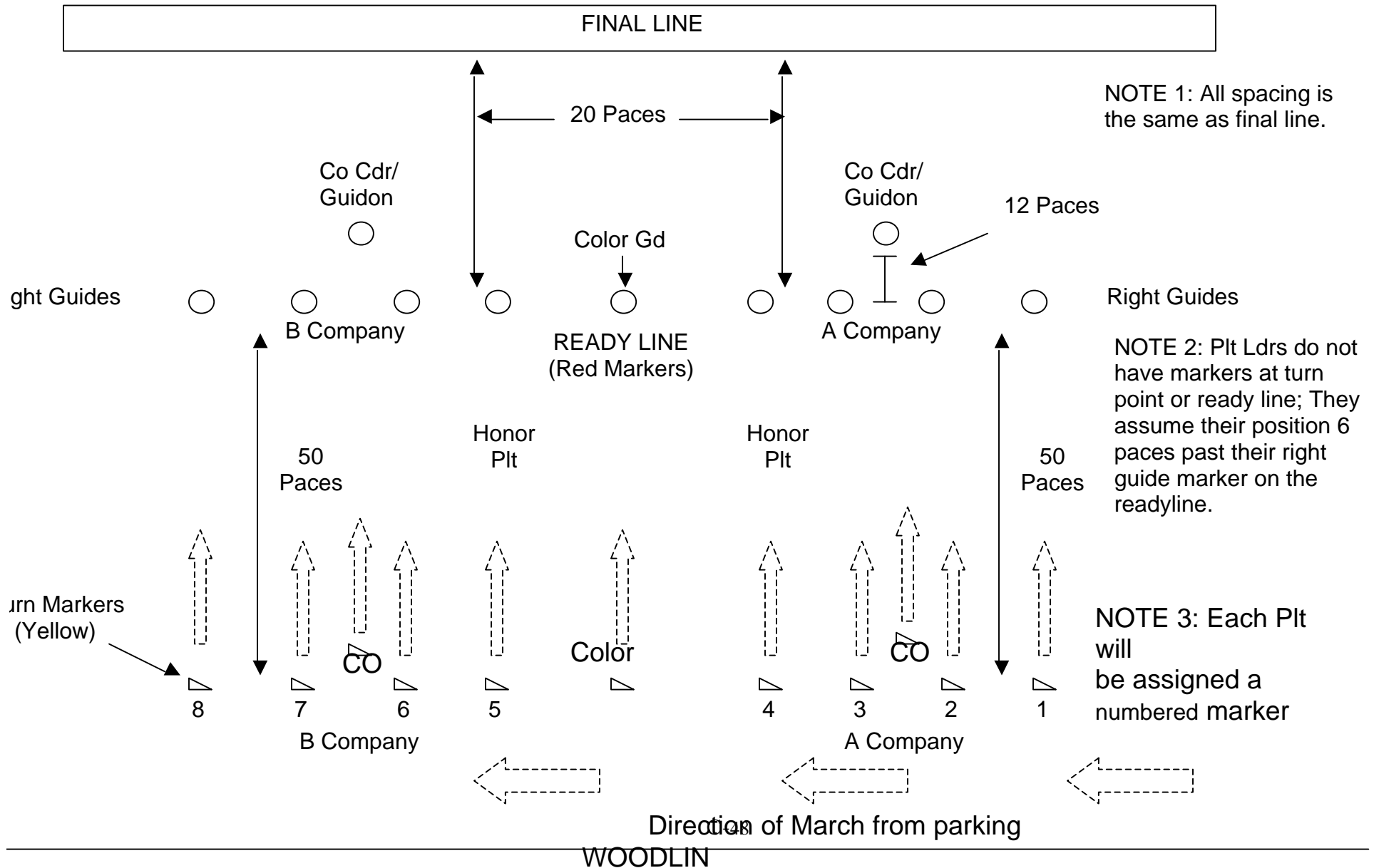
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↑

NOTE 1: Regt. forms as line, sizes and faces to right; marches in column to turning point.

NOTE 2: COT, staff, detail and commissionees form separately and move to reviewing stand.



## Enclosure 2B: Spacing for Regimental Graduation Ceremony- Ready Line and Movement to Ready Line





# SECTION C - TRAINING DIVISION

## Enclosure 2: Key Personnel movements to Final Line.

Bleachers

Reviewing  
Stand

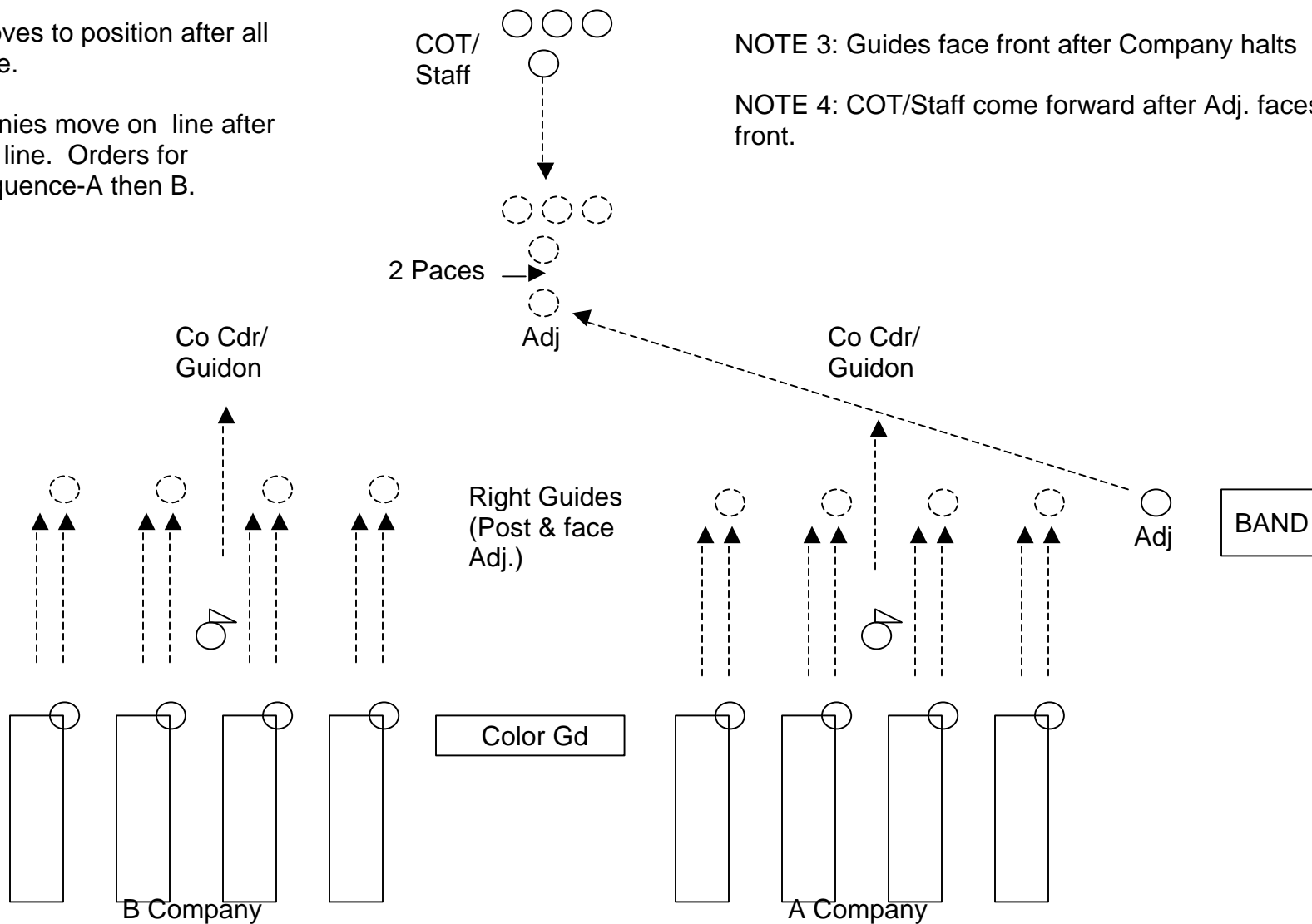
Bleachers

NOTE 1: Adj. moves to position after all guides are on line.

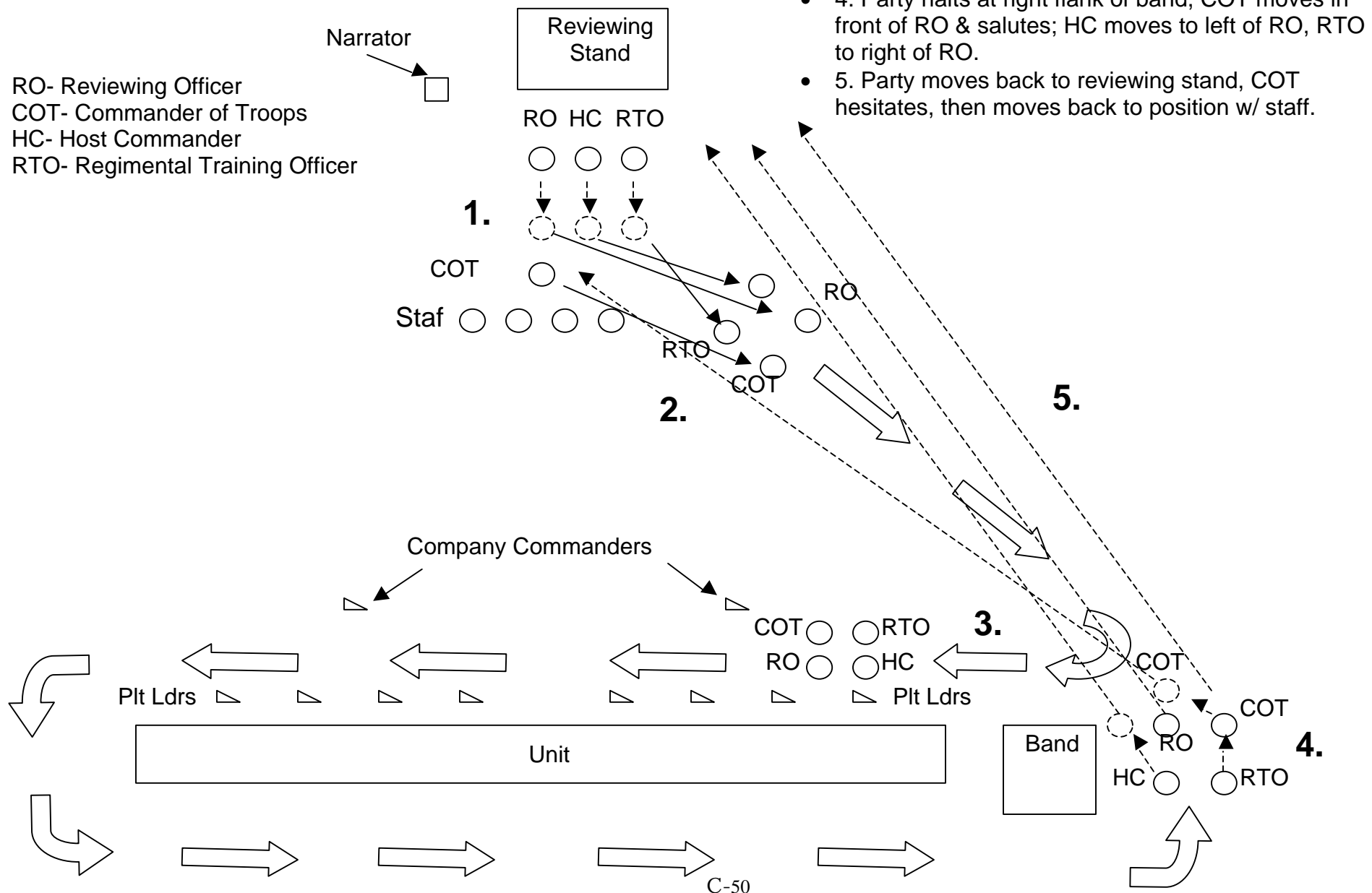
NOTE 2: Companies move on line after all guides are on line. Orders for movement in sequence-A then B.

NOTE 3: Guides face front after Company halts

NOTE 4: COT/Staff come forward after Adj. faces front.



**SECTION C - TRAINING DIVISION**  
**Enclosure 2: Locations, positions, and**  
**movements of Reviewing Party for Inspection**



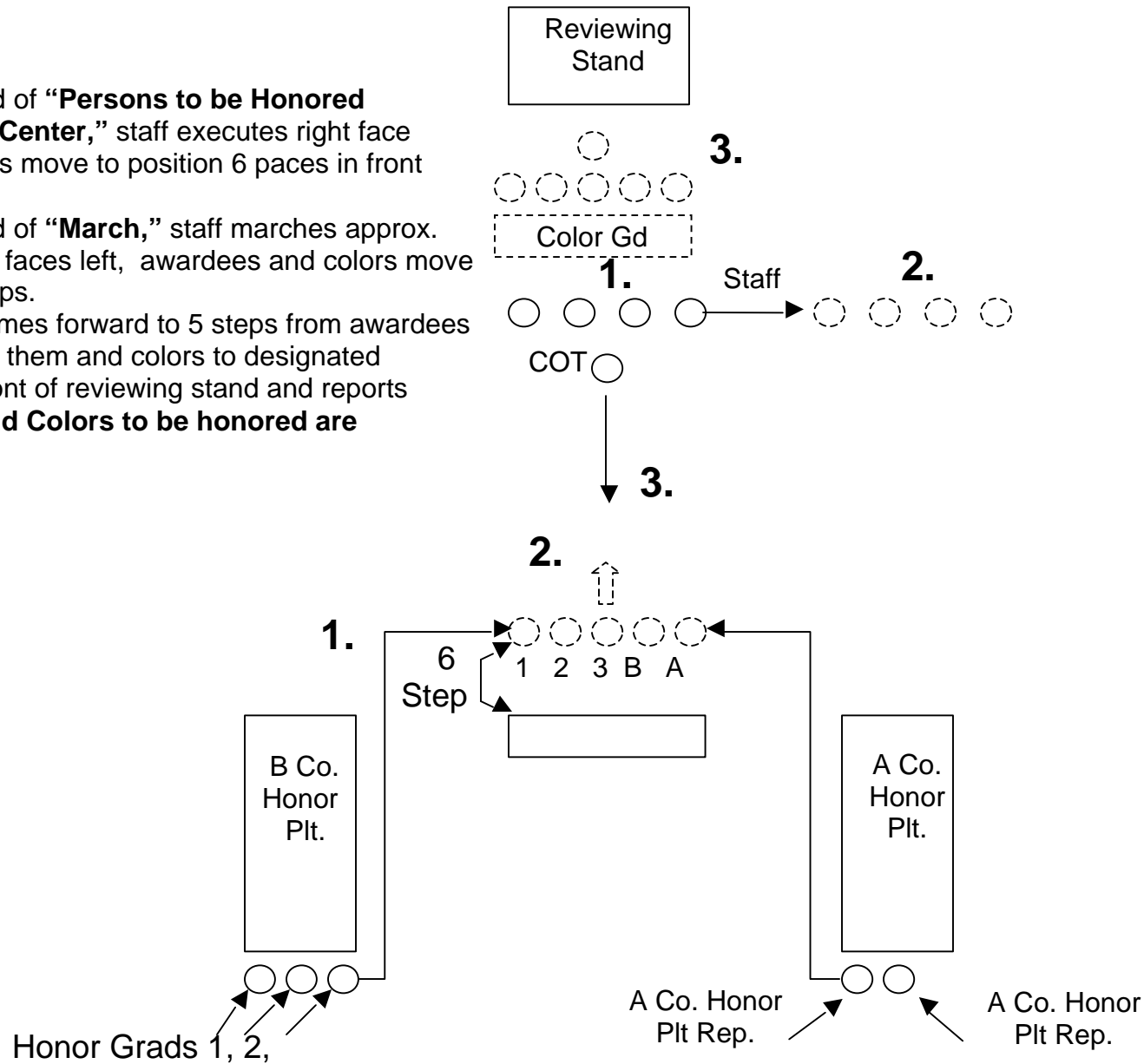
## SECTION C - TRAINING DIVISION

### Inclosure 2: Presentation of Colors and Persons to be honored.

On command of **"Persons to be Honored and Colors, Center,"** staff executes right face and awardees move to position 6 paces in front of colors.

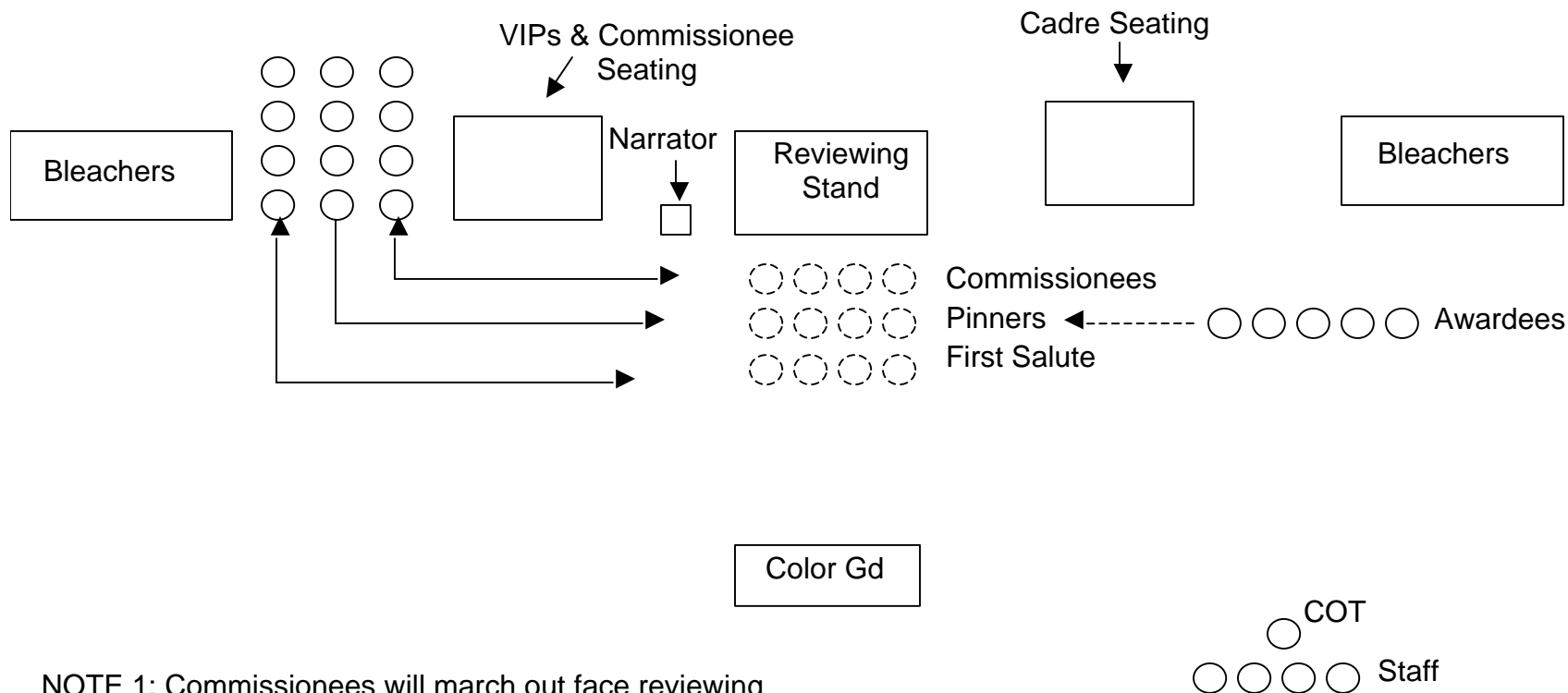
On command of **"March,"** staff marches approx. 10 steps and faces left, awardees and colors move forward 7 steps.

COT then comes forward to 5 steps from awardees and marches them and colors to designated position in front of reviewing stand and reports **"Persons and Colors to be honored are**



## SECTION C - TRAINING DIVISION

### Enclosure 2: Presentation of Commissionees



NOTE 1: Commissionees will march out face reviewing stand 2 paces apart.

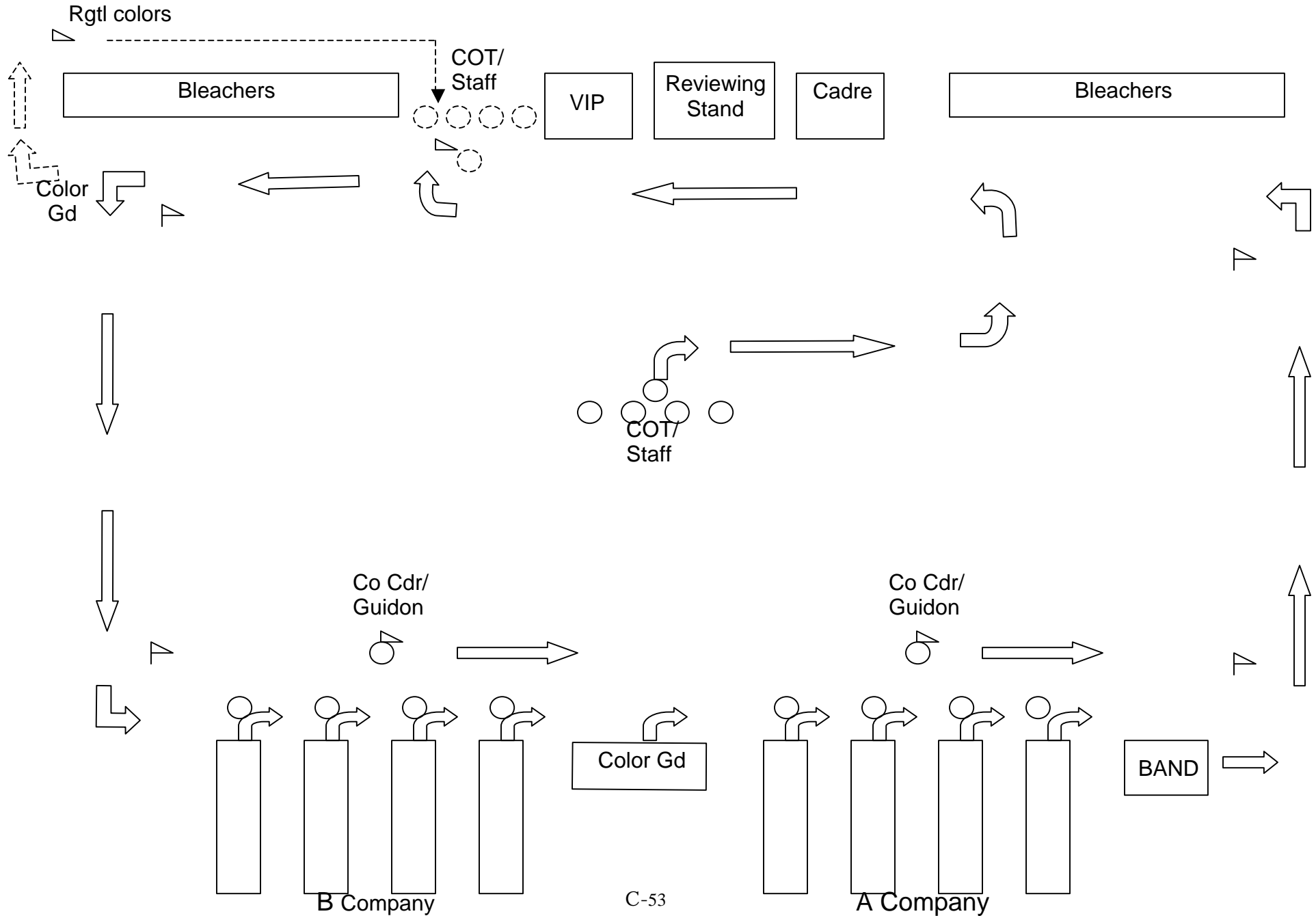
NOTE 2: Pinner's will return to seats after pinning commissionees.

NOTE 3: Commissionees will march back to seats after all have received first salute.

NOTE 4. Awardees march back to original position as commissionees leave.

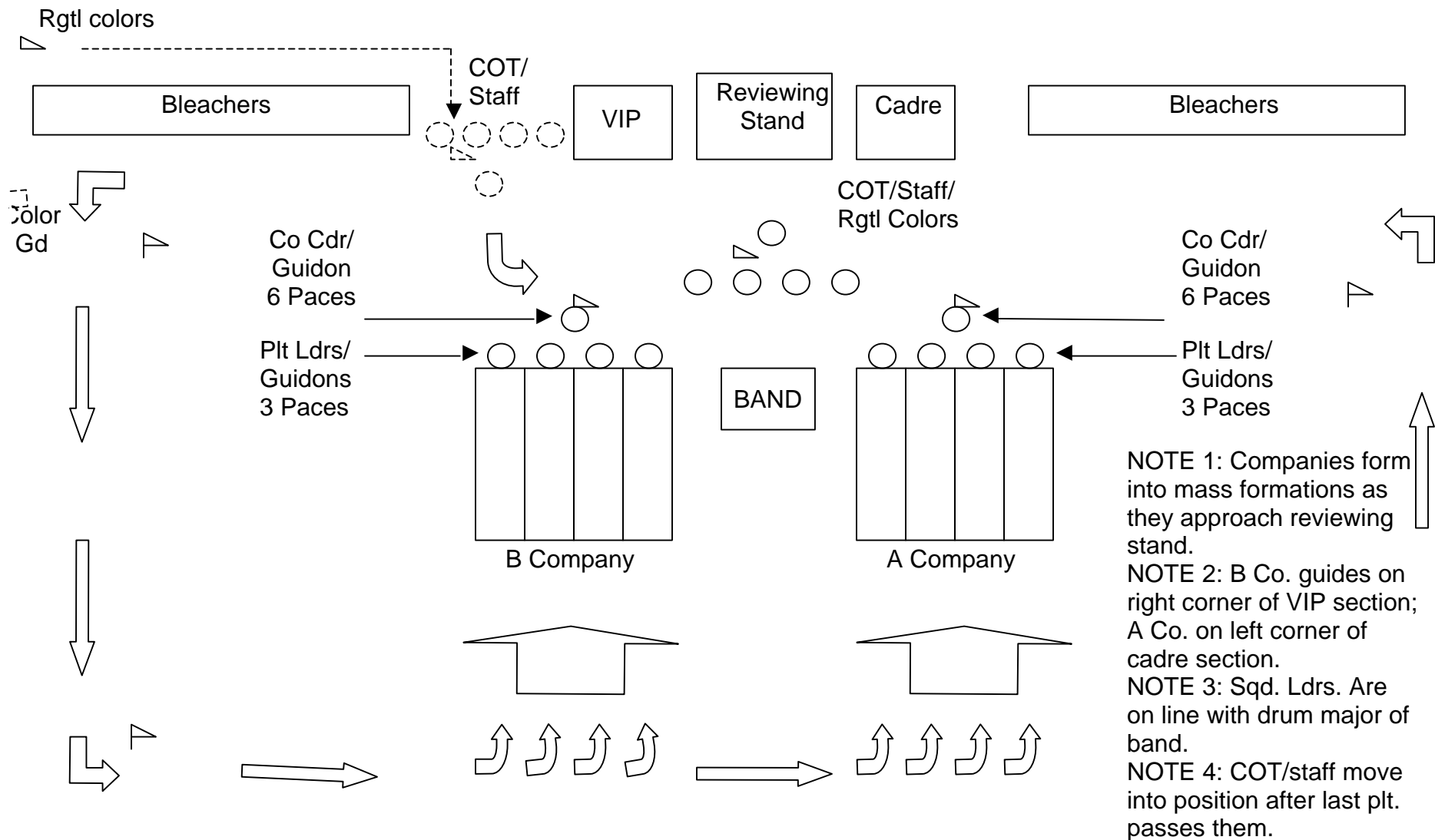
## SECTION C - TRAINING DIVISION

### Enclosure 2: Key Pass in Review



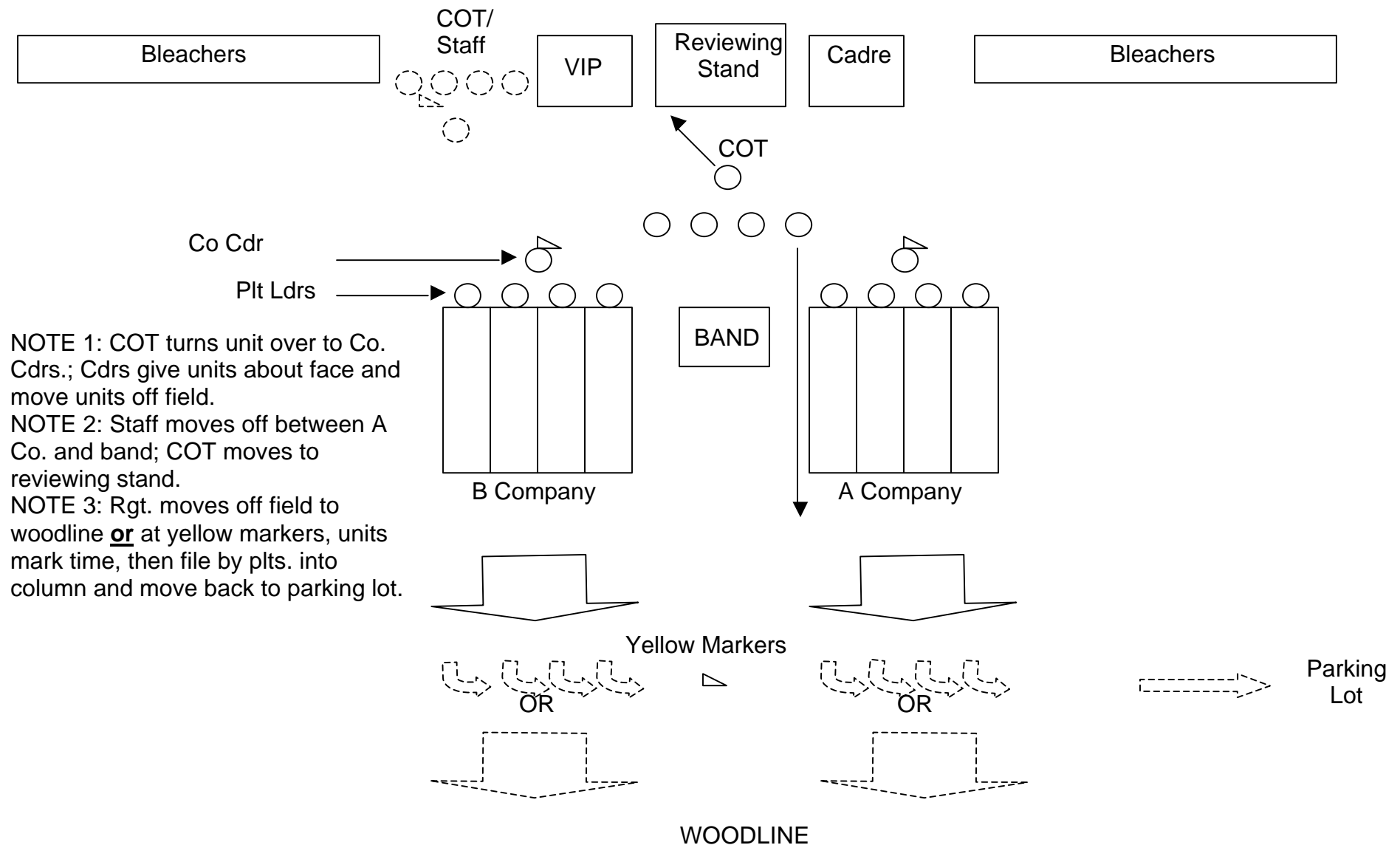
# SECTION C - TRAINING DIVISION

## Enclosure 2: Key Pass in Review-Retire Colors



## SECTION C - TRAINING DIVISION

### Enclosure 2: End of Ceremony-Movement from Field



## **SECTION C - TRAINING DIVISION**

### **CHAPTER: 8**

#### **MULTIPLE INTEGRATED LASER SYSTEM (MILES)/TACTICAL EQUIPMENT PACKAGE (TEP) SUPPORT**

##### **1. REFERENCES:**

- a. TC 25-6-8, Tactical Engagement Simulation Instructors' Training Guide For Light Infantry Miles Systems.
- b. TM 9-1265-370-10-1, Operator's Manual Multiple Integrated Laser Engagement System (MILES), Simulator System, Firing Laser: M-60 for M16A1 and M16A2 Rifle.

**2. PURPOSE:** To establish standard operating procedures for issue, storage, maintenance, security, zeroing and turn-in of MILES/TEP equipment that will be used during ROTC Advanced Camp. Additionally, procedures will be established for direct exchange (DX) of equipment identified as unserviceable prior to and during the execution of Squad (SQD) and Platoon (PLT) Situation Training Exercise(s) (STX).

**3. APPLICABILITY:** This SOP is applicable to all ROTC Advanced Camp personnel responsible for the security and issue/turn-in of MILES/TEP equipment, personnel participating in MILES/TEP training, and personnel responsible for the execution of MILES/TEP training.

##### **4. RESPONSIBILITIES:**

###### **a. MILES/TEP Cell NCOIC:**

(1) Ultimately responsible for overall MILES/TEP support operations during ROTC Advanced Camp.

(2) Coordinates with Regimental SGMs to ensure Regimental Cadre personnel comply with SOP guidelines.

###### **b. MILES/TEP Cell Supply NCO:**

(1) Conducts an accountability inventory and signs for the MILES/TEP Cell supply building (6D22).

(2) Coordinates with Training Division for vehicles and detail personnel to assist in transporting MILES/TEP equipment from DPTMS, TSC to the MILES/TEP Cell.

(3) Conducts an accountability inventory and signs for MILES/TEP equipment from DPTMS, TSC.

(4) Coordinates with DPTMS, TSC to establish MILES/TEP equipment direct exchange (DX) and turn-in procedures.



## **SECTION C - TRAINING DIVISION**

(5) Sub-hand receipts MILES/TEP equipment to the Regimental Supply NCOs.

(6) Interface with Regimental Supply NCOs to establish procedures for replacement of unserviceable MILES/TEP equipment.

(7) Monitors signing over of equipment to subsequent regiments to enforce accountability, cleanliness and operator maintenance standards.

### **c. MILES NCOs:**

(1) Assists MILES/TEP Cell Supply NCO with distribution and DX of Miles equipment.

(2) Assists Regiments with ZEROING of MILES M16A1/2 Rifle Laser Transmitters on "Field Preparation Day" prior to SQD STX; assist Regiments with ZEROING of MILES M-60 Laser Transmitters and RE-ZEROING of MILES M16A1/2 Rifle Laser Transmitters on "Post Ops/Field Preparation Day" prior to PLT STX.

(3) Provides training on MILES equipment to Regimental Cadre personnel; must be coordinated by the Regiments through the MILES NCOIC or NCOs.

### **d. TEP NCO:**

(1) Assists the MILES/TEP Cell Supply NCO with TEP equipment draw from DPTMS, TSC.

(2) Coordinates with Training Division for security guard support during transport of M-60 Machine Guns from DOL to designated arms room, and from arms room back to DOL.

(3) Interface with arms room custodian to establish arms room access guidelines.

(4) Assists the MILES/TEP Cell Supply NCO with sub-hand receipt of M-60 Machine Guns to the arms room custodian.

(5) Coordinates initial sub-hand receipt of M-60 Machine Guns to the Regiments.

(6) Monitors signing over of equipment to subsequent regiments to enforce cleanliness and operator maintenance.

(7) Coordinates movement of M-60 Machine Guns between arms room 4D11 and 7D11, with Regimental Supply Sergeants in accordance with (IAW) **ANNEX D**, (Movement of M-60s requiring Regiment Assistance).

(8) Coordinates with Training Division for M-60 blank adapters.

## **SECTION C - TRAINING DIVISION**

(9) Interface with PLT STX Support Unit reference to procurement of batteries for the PRC-77 radios.

e. **Squad STX Support Unit:** Coordinates with MILES/TEP Cell Supply NCO for issue/turn-in of equipment to be utilized by OPFOR personnel during Squad STX.

f. **Platoon STX Support Unit:**

(1) Coordinates with MILES/TEP Cell Supply NCO for issue/turn-in of equipment to be utilized by OPFOR personnel during Platoon STX.

(2) Provide MILES/TEP Cell with enough batteries for PRC-77 radios to support Advanced Camp.

g. **Regiments:**

(1) Coordinates with MILES/TEP Cell Supply NCO for issue/turn-in of equipment.

(2) Ensures accountability, cleanliness and security of equipment prior to transfer to subsequent regiments or turn-in to MILES/TEP Cell.

(3) Coordinates transfer of MILES/TEP equipment to subsequent regiments with MILES/TEP Cell Supply NCO.

(4) Coordinates training on the use of MILES/TEP equipment for Regimental Cadre members with the MILES/TEP Cell NCOIC or MILES Contact Team NCOs at 967-7869.

### **5. ACCOUNTABILITY:**

a. The MILES/TEP Cell has overall responsibility for MILES/TEP equipment draw and turn-in.

b. MILES/TEP equipment will be issued to Regimental Supply Sergeants, and SQD/PLT STX Support Unit OIC/NCOIC at BLDG. 6D22, on a DA Form 2062 hand receipt.

c. TEP M-60 Machine Guns and weapon's racks will be sub-hand receipted to the arms room custodian and secured in arms room #1, 4D11 or #2, 7D11.

### **6. ISSUE/TURN-IN PROCEDURES:**

a. The supply Sergeant of units initially receiving MILES/TEP equipment will conduct an accountability inventory with the MILES/TEP Cell Supply NCO prior to signing for the equipment.

b. The supply Sergeant of subsequent regiments receiving MILES/TEP equipment will conduct a joint accountability inventory with the supply Sergeant of the losing unit. The supply Sergeant of the losing unit will provide the MILES/TEP Cell Supply

## SECTION C - TRAINING DIVISION

Sergeant with the time and location of the equipment transfer. The MILES equipment must be replaced in the case(s) correctly prior to signing over to the follow on regiment. Equipment conflicts between the losing/gaining supply Sergeants should be resolved through the MILES/TEP Cell Supply Sergeant or MILES/TEP Cell NCOIC (967-7869).

c. Regimental Supply Sergeants must issue MILES equipment to the Platoon TACs prior to "Field Preparation Day" for SQD STX. The Platoon TACs should sub-hand receipt the MILES equipment to the cadets on preprinted DA Form 2062 hand receipts.

d. OPFOR personnel for SQD and PLT STX lanes will receive their MILES equipment from the SQD/PLT STX Support Units.

e. TEP issue will be to the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Regiments, from the MILES/TEP Cell, BLDG 6D22. The TEP equipment will be rotated to the follow-on Regiments as each Regiment completes PLT STX training. **It is mandatory that TEP equipment be transferred to follow-on Regiments prior to "Graduation Day"**. The TEP NCO will oversee all TEP transfers between Regiments and ensure equipment is cleaned and maintained to 10/20 standards.

f. Units will receive/turn-in equipment IAW **ANNEX B**, (SQD/PLT MILES Turn over and Turn-in Time Line) and **ANNEX C**, (Platoon STX TEP Turn over and Turn-in Time Line).

g. The MILES/TEP Cell will coordinate for turn-in of equipment to DPTMS, TSC.

### 7. MILES/TEP EQUIPMENT:

a. MILES equipment will be drawn prior to SQD STX by the Regimental Supply Sergeant and will be used for both SQD and PLT STX (**See ANNEX A**). Upon completion of PLT STX, Regiments 1-5 will turn over their equipment to a follow on regiment (**See ANNEX B**). Regiments 6-11 and OCS will coordinate with MILES/TEP Cell for turn over of their MILES equipment upon completion of PLT STX (**See ANNEX B**).

b. The MILES equipment for Regiments 1-5 will be drawn from the MILES/TEP BLDG 6D22, using DA Form 2062. Once the issue is completed, the equipment must be loaded and transported by the regiment to a secure area in the regiment supply rooms.

c. The Regimental Supply Sergeants for Regiments 6-11 and OCS will make coordination using the face to face method by going to the appropriate regiment that they are scheduled to draw their equipment from at least one week in advance. They will directly coordinate the exchange for the date and time listed in **ANNEX B**. The MILES/TEP Cell Supply Sergeant will be on hand during the exchange to answer questions and trouble shoot any problems. MILES equipment will be clean, neatly boxed and equipment with deficiencies must be tagged.

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d. In the event of lost or severely damaged equipment, contact the MILES/TEP Cell as soon as the discovery is made. A statement reference to the circumstances involving the lost or damaged item(s) must be provided to the MILES/TEP Cell. And appropriate report of survey, statement of changes or cash collection processed.

e. Appropriate measures should be taken to prevent the lost of yellow weapon's keys and caps for the M16A1/2 Laser Transmitter dry fire receptacle. Broken yellow weapon's keys must be returned to supply for accountability purposes.

f. TEP equipment will consist of M-60 Machine Guns and PRC-77 Radios. The issue quantity for each type of equipment is: 16 M-60 Machine Guns per Regiment (2 per platoon), and 70 PRC-77 Radios (7 per platoon, 2 for COs plus spares). The Regimental TEP is drawn from DOL by the MILES/TEP Cell. The MILES/TEP Cell will draw three complete Regimental TEP sets, which will be rotated to Regiments and OCS for PLT STX training.

g. The Regiment supply will check with the arms room on "Field Preparation Day" in the afternoon to ensure that the M-60 Machine Guns designated for their regiment are on hand and available. The TEP NCO will ensure that the M-60s are in the appropriate arms room. Arms room 4D11 supports 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 6<sup>th</sup> and 8<sup>th</sup> Regiments; arms room 7D11 supports 5<sup>th</sup>, 7<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> Regiments, plus OCS. Supply Sergeants will help with the movement of M-60s per **ANNEX D**.

h. M-60 Machine Guns must be properly cleaned and lubricated prior to transfer to the subsequent regiments. The spare barrels must be rotated IAW TM 9-1005-224-10, page #5, to ensure maximum service out of the weapon. The location for cleaning the M-60 Machine Guns is BLDG 11D35. Contact DOL Weapons Repair Section at, 967-5698, to repair unserviceable M-60 Machine Guns.

i. TEP **Not Later Than** dates for turn over and turn in reflected in **ANNEX C**, must be strictly adhered to in order to ensure smooth transition of all equipment from one regiment to the next. The Regimental Supply Sergeants are responsible for all necessary coordination with the TEP NCO, to ensure adherence to the rotation schedule.

j. Regiments must coordinate for MILES ZERO equipment (SAAFS, Control Guns and Dry Fire Cables through the MILES/TEP NCOIC or MILES Contact Team NCOs at BLDG 6D22, 967-7869. MILES ZERO equipment will be made available on "Field Preparation Day" prior to SQD STX, and on the "Post Operations/Field Preparation Day" prior to PLT STX for each regiment. MILES Contact Team NCOs will be at the coordinated site during ZEROING. They will arrive with the zero equipment and leave with the equipment upon completion of zero procedures. The Regimental TAC Cadre are responsible for zeroing the MILES equipment; MILES Contact Team NCOs will be available to provide assistance.

### 8. MILES TRAINING:

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a. Training on the use of MILES equipment for Regimental Cadre members must be coordinated with the MILES/TEP NCOIC or MILES Contact Team NCOs for dates/times. Training will be conducted at BLDG 11D42 or 6D22.

b. Training will consist of familiarization, battlesight procedures, equipment security measures and trouble shooting procedures. At a minimum, one TAC Officer or NCO from each platoon must attend. It is recommended that all platoon TACs attend one of the training sessions. **You must sign in at the MILES training session you attend so that the Training Division can accurately track attendance.**

### 9. MILES/TEP EQUIPMENT DIRECT EXCHANGE (DX):

a. The MILES/TEP Cell Supply NCO will be responsible for DX of unserviceable equipment returned to the MILES/TEP Cell Supply. Unserviceable or faulty equipment will be exchanged on a one for one basis, by the Regimental Supply Sergeant, through the MILES/TEP Cell Supply NCO. The MILES/TEP Cell will DX equipment as long as it can be procured through DPTMS, TSC TAPSS BR.

b. Regimental Supply Sergeants are responsible for the DX of equipment assigned to their unit. Equipment identified as unserviceable during the conduct of SQD or PLT STX must be collected by the Regimental Supply Sergeant and returned to the MILES/TEP Cell Supply. Ensure the appropriate turn-in procedures are adhered to prior to returning the equipment for DX (See Paragraph #7, subparagraphs c and d). The equipment should be checked by a TAC Officer or NCO that attended one of the MILES training sessions prior to DX.

10. **SHORTAGES:** Unit Supply Sergeants must make maximum effort to return all items that are issued. Class IX items that are missing must be covered on a Shortage Annex. Accountable items missing that are not Class IX must be compensated for through a "Statement of Charge(s), Cash Collection Voucher, or Report of Survey".

11. A list of key personnel and their phone numbers is provided at **ANNEX E**.

## **SECTION C - TRAINING DIVISION**

### **ANNEX A: SQD/PLT MILES Equipment List<sup>1</sup>.**

#### **1. Squad and Platoon STX MILES will consist:**

- a. Regimental MILES:
  - (1) 360 MWLD Systems per regiment (transmitter, torso and helmet detectors)
  - (2) 16 M60 Transmitters
  - (3) 2 Control Guns
- b. MILES/TEP Cell:
  - (1) 32 Control Guns
  - (2) 32 SAAFs (Small Arms Alignment Fixtures)
  - (3) 64 Dry Fire Cables
- c. Squad STX MILES:
  - (1) 152 MWLD Systems (transmitter, torso and helmet detectors)
  - (2) 16 M60 Transmitters
  - (3) 66 Control Guns4 SAAFs (Small Arms Alignment Fixtures)
  - (4) 8 Dry Fore Cables
- d. Platoon STX MILES:
  - (1) 76 MWLD Systems (transmitter, torso and helmet detectors)
  - (2) 16 M60 Transmitters
  - (3) 56 Control Guns
  - (4) 4 SAAFs (Small Arms Alignment Fixtures)
  - (5) 8 Dry Fire Cables

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### ANNEX B: SQD/PLT MILES Turn over and Turn-in Time Line

FROM \_\_\_\_\_ TO \_\_\_\_\_ DATE \_\_\_\_\_  
TIME \_\_\_\_\_

MILES Warehouse/TSC

MILES/TEP Cell

SQD STX Spt UnitMILES/TEP Cell

PLT STX Spt UnitMILES/TEP Cell

1<sup>st</sup> RegimentMILES/TEP Cell

2<sup>nd</sup> RegimentMILES/TEP Cell

3<sup>rd</sup> RegimentMILES/TEP Cell

4<sup>th</sup> RegimentMILES/TEP Cell

5<sup>th</sup> Regiment1<sup>st</sup> REGT

6<sup>th</sup> REGT2<sup>nd</sup> REGT

7<sup>th</sup> REGT3<sup>rd</sup> REGT

8<sup>th</sup> REGT4<sup>th</sup> REGT

9<sup>th</sup> REGT5<sup>th</sup> REGT

10<sup>th</sup> REGT6<sup>th</sup> REGT

11<sup>th</sup> REGT7<sup>th</sup> REGT

OCS8<sup>th</sup> REGT

DOL9<sup>th</sup> REGT

DOLSQD STX

DOL10<sup>th</sup> REGT

DOL11<sup>th</sup> REGT

DOLOCS

DOLPLT STX

DOL

## **SECTION C - TRAINING DIVISION**

### **CHAPTER 9 OPERATIONS CELL POLICY**

**1. PURPOSE:** To outline the operational procedures of the advanced camp operations cell.

**2. ORGANIZATION:** The operations cell falls under the guidance of the 4<sup>th</sup> Region Training Division Advanced Camp branch. It is composed of one Operations Cell NCOIC (MSG), with 22 reserve component soldiers operating in 2 week iterations, and two drivers (one 5T, one HMMWV w/vehicles) provided from the Brigade support unit.

### **3. RESPONSIBILITIES.**

a. Training Division Advanced Camp Branch.

(1) Coordinate with CSHQ for reserve personnel requirements.

(2) Coordinate with Brigade support unit for drivers and vehicles.

(3) Coordinate with Resource Management for GSA transportation.

b. Operations Cell NCOIC.

(1) Coordinate with CSHQ (1SG Hurd) for pick-up of reserve component soldiers.

(2) Provide supervision and maintain daily accountability of reserve soldiers and 1<sup>st</sup> Bde drivers to include providing a daily status report to CSHQ.

(3) Assign and provide soldiers for specific daily duties and keep informed of upcoming taskings to include:

(a) Daily TOC runners

(b) Duty soldiers for daily police call and lawn maintenance

(c) Soldiers for cannonade detail for RAC's and graduations

(d) Soldiers for road guards during Branch Orientation, RAC's Graduations.

(e) Soldiers for set-up and recovery of RAC's, Graduations, and Branch Orientation

(f) Soldiers for miscellaneous duties as directed by Training Division

(4) Provide assistance to the Branch Orientation OIC.

(5) Co-ordinate times for road guards, cannonade, and duty soldiers with the ceremonies NCO.



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(6) Ensure accountability, cleanliness and maintenance of all assigned vehicles.

(7) Brief second iteration Operations Cell NCOIC on SOP and camp operations.